2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: ENVI4 – Undergraduate Communications & Events Support

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: School of Environmental Studies

CONTACT NAME: Laurel Currie or Ryan Hilperts

JOB DESCRIPTION:

This position will be responsible for assisting the School’s Senior Academic Coordinator with Undergraduate Experience through 1) in-person outreach to ES Majors and Minors (coordinating online surveys, planning weekly and semester-long events and activities to engage undergraduates); 2) managing and publishing a newsletter for the ES Undergraduate Community; and 3) monitoring and posting on ES undergraduate social media accounts.

QUALIFICATIONS:

Applicants should have a strong interest in Environmental Studies (preference given to ES Majors and Minors), good oral and written communication skills, interest in event coordination, community engagement and digital communications and excellent time management skills. Independent and collaborative work are both required of this position.

JOB LOCATION ON-CAMPUS: TBD-Option to work in David Turpin Building Offices

WORK STUDY WAGE: $16.00/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $4.00/hour

HOURS AVAILABLE: 100

HOW TO APPLY: Please submit a resume and cover letter to: Ryan Hilperts

rzome@uvic.ca

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php