

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** EQHR1 – Event Assistant

**EMPLOYEE GROUP:** CUPE

**DEPARTMENT NAME:** Equity and Human Rights

**CONTACT NAME:** Cassbreea Dewis

#### JOB DESCRIPTION:

The event assistant will be involved in event planning for 5 Days of Action, the National Day of Remembrance and Action on Violence Against Women, and other events from September to April. The event assistant will:

- assist with planning and organizing the event based on results of community consultation
- scheduling and sometimes chair committee meetings
- Coordinating notes and agenda items from meetings
- contacting and scheduling event participants
- coordinating logistics for the events
- promotion (print materials – design)
- write report summarizing the events

#### QUALIFICATIONS:

- Knowledge, sensitivity and understanding of human rights, diversity and equity issues
- Ability to plan, coordinate and organize multiple aspects of events
- Ability to communicate and collaborate with diverse groups and individuals and various university offices
- Able to work both as member of team and independently
- Flexible and adaptable
- Excellent written and verbal communication skills
- Skilled self-starter, creative, attention to details

**JOB LOCATION ON-CAMPUS:** Sedgewick C Building, C115

**WORK STUDY WAGE:** \$16.50/hour (including 4% vacation pay)

**DEPARTMENT TOP UP:** \$2.00/hour

**HOURS AVAILABLE:** 100

**HOW TO APPLY:** Please send cover letter and resume to Amy Loggin, Equity and Human Rights [eqhr@uvic.ca](mailto:eqhr@uvic.ca) or deliver to EQHR, Sedgewick C115.

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>