2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE:  EQHR1- Assistant, Event Organizer
EMPLOYEE GROUP:  CUPE
DEPARTMENT NAME:  Equity and Human Rights
CONTACT NAME:  Cassbreea Dewis

JOB DESCRIPTION:
The event organizer will assist with event planning for 5 Days of Action and National Day of Remembrance and Action on Violence Against Women
  • assist with planning and organizing the event based on results of community consultation
  • scheduling and chairing committee meetings
  • Coordinate notes and agenda items from meetings
  • contacting and scheduling all event participants
  • coordinating logistics for the event
  • promotion (print materials – design)
  • write report summarizing the event

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:  $15.50/hour (including 4% vacation pay)
DEPARTMENT TOP UP:  $1.50
HOURS AVAILABLE:  150

HOW TO APPLY:
Please send cover letter and resume by email to Amy Loggin, Equity and Human Rights eghr@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