

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: FACU1 - Research Assistant -1

DEPARTMENT NAME: UVic Faculty Association

CONTACT NAME: Erin Campbell

JOB DESCRIPTION:

Research Assistant (RA) provides the Association with research, IT, and filing/archival support.

Duties:

- Conduct comparative labour research on faculty collective agreements across Canada
- Analyze and interpret survey results, conduct research related to collective bargaining issues in the post-secondary sector
- Update the Faculty Association website
- Filing and archival work, as needed
- Other related tasks as required, as assigned by the Supervisor

QUALIFICATIONS:

Upper Year Student (GPA 6.8 or higher) or Graduate Student

Preferred Field of Studies: Open

Skills:

- Demonstrated ability to conduct research
- Excellent written communication skills
- Knowledge of Outlook, Excel, Word, and Adobe Acrobat
- Basic web maintenance, including experience with WordPress would also be an asset
- Demonstrated ethical and professional behavior

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>

-Initiative and good judgment

JOB LOCATION ON-CAMPUS: University House 2 (but mostly online)

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

DEPARTMENT TOP UP: \$2.00/hour

HOURS AVAILABLE: 147

HOW TO APPLY: Submit Cover Letter and Resume to adminfa@uvic.ca

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