2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: FACU1 - Research Assistant

DEPARTMENT NAME: UVic Faculty Association

CONTACT NAME: Elisabeth Gugl

JOB DESCRIPTION:

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

- Research COVID best practices across other post-secondary institutions
- Conduct research and data analysis regarding privacy and intellectual property (IP) concerns, technical issues and workload with online teaching
- Conduct comparative labour research on faculty collective agreements across Canada
- Analyze and interpret survey results, conduct research related to collective bargaining issues
- Conduct research related to anti-racism initiatives in the post-secondary sector
- Update the Faculty Association website
- Format and update office administration manual
- Filing and archival work, as needed

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
  - Initiative and good judgment
  - Demonstrated ability to work autonomously and collaboratively as part of a team

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

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

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
DEPARTMENT TOP UP: $2.00/hour

HOURS AVAILABLE: 300

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