WORK STUDY JOB POSTING

JOB TITLE:  FINE2 – 50th Anniversary Assistant
DEPARTMENT NAME:  Office of the Dean, Faculty of Fine Arts
CONTACT NAME:  Samantha Knudson (sknudson@uvic.ca)

JOB DESCRIPTION:
This position will assist the Office of the Dean with research and planning for the Faculty of Fine Arts 50th Anniversary. Duties may include researching the history of the Faculty, collating data, liaising with internal departments, preparing materials for presentation, correspondence, and logistical support for events related to the anniversary.

QUALIFICATIONS:
We’re looking for a detail-oriented person with strong communication and organizational skills, advanced Microsoft Office skills, and the ability to work independently and as part of a team.

JOB LOCATION ON-CAMPUS:  Fine Arts Building, Room 116
WORK STUDY WAGE:  $14.50/hour (includes 4% vacation pay)
DEPARTMENT TOP UP:  N/A
HOURS AVAILABLE:  100
HOW TO APPLY:  Please send cover letter and resume to:
Fine Arts Work Study Program
Dean of Fine Arts Office, PO Box 1700, STN CSC
Victoria, BC  V8W 2Y2 or Email: fineasst@uvic.ca

Applicants must be eligible for Work Study Program
For details go to:  http://www.uvic.ca/registrar/safa/work-study/index.php