2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: GEOG1 - Global Food Systems Workshop Coordinator

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Geography

CONTACT NAME: Sophia Carodenuto

JOB DESCRIPTION:

The student will support content preparation, travel logistics, communication, event and catering management leading up to and during a 3-day event to be held at UVic campus in July 2021. The workshop will bring together scholars and private sector representatives in a hybrid virtual/in-person format to jointly design a research agenda on the pressing sustainability issues facing global food systems. If COVID-19 allows for travel, a core team of 15 individuals will meet face-to-face and a larger group of participants will be engaged virtually. Working closely with Sophia Carodenuto, the student will support both participants travelling to Victoria as well as those connecting online. Further, the student will also be engaged in content-related aspects of workshop preparation, such as creating and maintaining a webpage, drafting agenda, communicating announcements to participants, and answering participant questions related to the event.

QUALIFICATIONS:

The student must demonstrate written and oral communication skills in a highly professional setting, including drafting emails to international business representatives, professors, and other professionals. High levels of organization, attention to detail, and ability to maintain calm under stressful situations (e.g. event management) are assets. Prior experience in conference or other event management is preferable. Ideally the student is also interested in the topic of sustainable food supply chains and will be eager to learn about the research that will be discussed during the event.

JOB LOCATION ON-CAMPUS:

The majority of the work can be conducted remotely. If COVID-19 allows for the event to happen in person, the student will be present at the event location in UVic Videoconferencing Facilities located in Clearihue Building.

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

HOURS AVAILABLE: 150
HOW TO APPLY:

Applications must include CV and cover letter (one page maximum) describing motivations, experience, and skills to conduct the work as outlined above. Applications should be sent to Dr. Sophia Carodenuto, Assistant Professor, Department of Geography, University of Victoria, to carodenuto@uvic.ca.

APPLICATIONS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php