JOB TITLE: GEOG1 — CAG conference assistant (Geography)

DEPARTMENT NAME: Geography

CONTACT NAME: Dr. Johannes Feddema

JOB DESCRIPTION:
This position will involve assisting the Department of Geography with managing and organizing the Annual Meeting of the Canadian Association of Geographers (CAG) meeting to be hosted by the Geography Department at the UVic on May 25-29, 2020. Under direction of the department chair students will assist with a number of tasks that will help broaden their understanding of our discipline and provide practical knowledge about professional conferences. Some expected duties include: 1) helping evaluate and classify conference abstracts in sub-disciplinary groups for planning paper and poster presentation sessions; 2) helping identify and organize essential resources for individual sessions; 3) assisting with logistics and support for keynote speakers and their needs; and 4) assisting with preparing orientation and information materials for the conference.

QUALIFICATIONS:
The applicant should have an interest in or be a Geography major and be able to use Excel and other software to help organize and manage data. Preference will be given to graduate students. They also need to be available the week of the conference, May 25-29, 2020.

JOB LOCATION ON-CAMPUS: Department of Geography
2nd Floor, Turpin Building

WORK STUDY WAGE: $14.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $10.00/hour

HOURS AVAILABLE: 147

HOW TO APPLY:
Please send a cover letter, resume, and informal transcripts via email to Diane Braithwaite at dbraith@uvic.ca with the job title listed in the subject heading.

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