JOB TITLE: GNDR1 - Coordinator, Gender Studies Equity & Outreach

DEPARTMENT NAME: Gender Studies

CONTACT NAME: Laura Parisi

JOB DESCRIPTION:

Primary duties include:
1) coordinating student-focused equity, networking and outreach work in the Department of Gender Studies through the student-led Equity and Outreach Committee;
2) raising the profile of and increasing awareness of the Gender Studies department on campus, in area high schools and within the Victoria community.

Other important duties include taking leadership roles in and liaising with other student organizations, and organizing fundraising activities for the GNDR Equity and Outreach committee.

QUALIFICATIONS:

Third or 4th year undergraduate students majoring/minoring in Gender Studies are preferred. Other 3rd or 4th year undergraduate students who have taken two or more GNDR courses are also encouraged to apply. Must have proven skills in event/project coordination, writing, public speaking, internet and social networking.

JOB LOCATION ON-CAMPUS: CLE B115

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

DEPARTMENT TOP UP: $5.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 340 hours

HOW TO APPLY:

Provide a resumé (listing names and contact info for 3 references) and cover letter (stating why you are interesting in this position and what special experience and/or knowledge you bring to it).

Address your cover letter to Dr. Laura Parisi, Chair, Gender Studies, and indicate that you are applying for one of the GENDER STUDIES EQUITY & OUTREACH COORDINATOR positions. Deliver your application in person to CLE B111 or by email to lparisi@uvic.ca.

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