2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: GRRS1 - Departmental Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Greek and Roman Studies

CONTACT NAME: Ingrid E. Holmberg

JOB DESCRIPTION: The student/students will assist with departmental activities throughout the year, which will include the following duties and others which may emerge throughout the course of the year. The student will assist the Administrative Assistant and Chair with publicizing the Department and courses; the student will help the Department with events which we host during the year (when we are back face to face) including the Classical Association of Vancouver Island monthly lectures; the Lansdowne week; the Explore UVic event in the spring; publicity which the Faculty of Humanities calls upon Departments to do. The student would also assist with managing entertainment of visitors which involves other students, such as student dinners or lunches. The student/students will also assist with the organization of the Classical Association of Canada’s conference in May 2021, either in virtual or face to face format. The work study student/students will assist with the maintenance of the Department of Greek and Roman Studies Reading Room collection. Duties will include: conducting inventory, organizing the collection, and performing other tasks related to the Reading Room. The student/students may also assist with the Myths on Maps project which involves: research in Pausanias, to develop searchable maps locating Greek and Roman myths by place, character, family, source and era (of source and reported era of story); markup (XML) of classical texts for use in map; assisting in development of interactive maps; and proofreading and correction of XML markup

QUALIFICATIONS:

Organizational ability; knowledge of basics of Word and PowerPoint; ability to work with others for event planning; functionality in various social media platforms; basic knowledge of Greek and Roman myth, and the main primary sources for these (GRS 200 or better); familiarity with XML coding or willingness to learn.

JOB LOCATION ON-CAMPUS: Department of Greek and Roman Studies; some tasks could be done off-campus

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

DEPARTMENT TOP UP: NA

HOURS AVAILABLE: 290

HOW TO APPLY: Cover Letter and Resume to Ingrid E. Holmberg, Chair, Greek and Roman Studies via e-mail at ingrid@uvic.ca

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