2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: GRRS2 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 including the Classical Association of Vancouver Island monthly lectures; the Lansdowne week; the Distinguished Women Scholars lecturer; 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 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 or students will also assist with the Departmental newsletter.

QUALIFICATIONS: Organizational ability; knowledge of basics of Word and PowerPoint; ability to work with others for event planning; functionality in various social media platforms;

JOB LOCATION ON-CAMPUS: Department of Greek and Roman Studies and individually on computer on campus or at home; some tasks could be done off-campus

WORK STUDY WAGE: $16.00/hour (including 4% vacation pay)

HOURS AVAILABLE: 100

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