2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: HEIS1 - Recruitment and Virtual Events Assistant

DEPARTMENT NAME: School of Health Information Science

CONTACT NAME: Sandy Polomark

JOB DESCRIPTION:
The School of Health Information Science (HINF) is seeking to hire a student, under the supervision Dr. Elizabeth Borycki, to assist with the recruitment of new prospective students and to assist with organizing and promoting virtual online events such as graduate and undergraduate open houses, seminar series and other events such as a conference.

Objective of the recruitment effort is to:
- Increase student enrollment within HINF
- Increase employer awareness and hiring of co-op students
- Help with initial planning for an online conference to promote the school

Main Responsibilities:
- Coordinate all aspects of online information sessions (e.g. virtual open houses)
- Create and maintain databases of prospective students and co-op employers with their contact information
- Analyse recruitment data and create reporting for faculty and HINF director
- Help in preparing for a virtual health informatics conference
- Perform other related duties as required

QUALIFICATIONS:
- Enrolled as a student in the School of Health Information Science
- Eligible for a Co-op Work Term (completion of HINF 202 and required courses)
- Strong working knowledge of standard Microsoft Office Suite Tools and other office technologies and virtual meeting platforms (e.g. Zoom).
- Active engagement with faculty, staff, and current and former students to obtain success stories
- Interpersonal and strong organization skills, time management skills and ability to complete assigned work on time
- Critical thinker and problem-solving skills
- Detail oriented
- Good command of the English language
- Effective communication skills, both oral and writing skills
- Ability to work independently, under the direction of a faculty member and exercise initiative

JOB LOCATION: Work will be done remotely – off campus

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

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
DEPARTMENT TOP UP: $0.50/hour

HOURS AVAILABLE: 300

HOW TO APPLY: Please send Cover Letter and Resume to:
Sandy Polomark
School of Health Information Science
HSD Bldg, Room A202
or email to: hinfpreg@uvic.ca