

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** HUMS1 - UNI 101 Volunteer Coordinator

**DEPARTMENT NAME:** Faculty of Humanities

**CONTACT NAME:** Stephanie Sweetnam, Uni 101/102

#### JOB DESCRIPTION:

The University 101/102 Program provides free, non-credit humanities and social sciences courses for students who have faced barriers to accessing post-secondary education. The classes run Tuesday and Thursday evenings each week for the duration of the academic term. Primary duties include preparing for and attending class, supporting students, event planning, designing documents, and relevant administrative tasks.

#### QUALIFICATIONS:

Undergraduate or graduate students majoring in a Humanities department are preferred. We are looking for people who are dynamic and flexible, and interested in making education more accessible to a wide range of people. Must have proven skills in communications, group facilitation, organizational skills, writing, public speaking, and the use of the internet and office suite.

**JOB LOCATION ON-CAMPUS:** University 101/102 Program – Office: Clearihue D124

**WORK STUDY WAGE:** \$16.50/hour (including 4% vacation pay)

**HOURS AVAILABLE:** 100

#### HOW TO APPLY:

Please provide a resume and cover letter to:

Stephanie Sweetnam, University 101 Program Coordinator by email: [uni101@uvic.ca](mailto:uni101@uvic.ca)

The cover letter should outline why you are interested in this position and what special experience and/or knowledge you bring to it. The resume should list the names of 3 referees. Shortlisted candidates will be asked to come in for an interview.

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>