JOB POSTING

JOB TITLE: HUMS4 - Uni 101 Volunteer Coordinator

DEPARTMENT NAME: Faculty of Humanities

CONTACT NAME: Becky Cory, Uni 101/102 Program Coordinator

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. Primary duties of the UNIVERSITY 101 VOLUNTEER COORDINATOR include scheduling and communicating with volunteers (teaching assistants, instructors and student liaisons), addressing volunteer concerns as they arise, recruiting volunteers, organizing volunteer training sessions, organizing and attending course tutorials, and other 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. Familiarity with InDesign and Adobe Creative Suite would be beneficial.

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

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

HOURS AVAILABLE: 125

HOW TO APPLY:

Please provide a resume and cover letter to Becky Cory, University 101 Program Coordinator by email: uni101@uvic.ca. The cover letter should outline why you are interested in this position and what special experience and/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.