2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: IACE1 – Creating Caring Communities (CCC) Student Events Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Office of Indigenous Academic and Community Engagement

CONTACT NAME: Office of Indigenous Academic and Community Engagement

JOB DESCRIPTION:

The CCC Student Events Assistant will assist the Office of Indigenous Academic and Community Engagement in the planning, coordination and implementation of CCC student virtual initiatives. As UVic is transitioning to provide primarily online courses for the Fall, the Winter semester may also be a combination of virtual and on-campus events, depending on COVID19 safety protocols. Below are examples of events:

- Weekly noon networking lunches
- Indigenous focus and diverse cultural activities
- Workshops and special student events
- Collect statistical data on event participation rates for reporting purposes

- Promote events on a centralized event calendar
- Organize and assist with the development of student educational opportunities and community-building initiatives (inviting various UVic student and ancillary services to host lunch events)
- Creating a sense of community and support for all students on and off campus.
- Assist with outreach and communications for CCC events and initiatives utilizing a communication strategy via Facebook, email, posters, and announcements at key student events
- Network with relevant UVic faculties, departments, student groups, and community organizations to foster Indigenous student, staff, faculty, and community engagement in CCC events
- Develop and maintain a positive and inclusive environment in the First Peoples House (both virtual and in person as safety measures permit)
- Coordinate forums and collect feedback regarding student wellness events
- Attend staff meetings and provide oral and/or written reports on CCC initiative
- General office support and other duties as required

QUALIFICATIONS:

- Awareness of UVic’s Indigenous student programs, services and overall student community
- Experience in planning and coordinating events/activities
- The ability to prioritize multiple tasks and work independently

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
• Self-motivated and able to take initiative
• Exceptional written, oral, and interpersonal communication skills
• Demonstrated sensitivity towards and understanding of the diverse complexities involved in Indigenous cultural practices and protocols
• Experience organizing activities or events in Indigenous communities
• Must exercise a high level of integrity surrounding cultural and confidential matters

JOB LOCATION ON-CAMPUS: Virtually and potentially on-campus

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

DEPARTMENT TOP UP: $5.00/hour

HOURS AVAILABLE: 300

HOW TO APPLY: Please submit your cover letter and resume to:

Lalita Kines, Associate Director
Office of Indigenous Academic and Community Engagement
First Peoples House Room 147
PO Box 1700 Stn CSC
Victoria BC V8W 2Y2
Email: iaceassocdir@uvic.ca
Phone: 250-472-4618 or 250-217-0458

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