

**2022/2023 WORK STUDY PROGRAM  
JOB POSTING**

**JOB TITLE:** IACE1 - Indigenous 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 Indigenous Student Events Assistant will assist the Office of Indigenous Academic and Community Engagement in the planning, coordination and implementation Indigenous student on-campus and virtual initiatives. As UVic is transitioning to provide primarily on-campus courses for the Fall, the Winter semester may also be a combination of on-campus events and virtual events, depending on COVID19 safety protocols. Below is are examples of events:

- Week of Welcome 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 student 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 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 student initiatives
- 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
- 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

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>

**JOB LOCATION ON-CAMPUS:** Potentially on-campus and virtually.

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

**DEPARTMENT TOP UP:** \$5.00/hour

**HOURS AVAILABLE:** 68

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

Lalita Kines, Interim Executive 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](mailto:iaceassocdir@uvic.ca)  
Phone: 250-472-4618 or 250-217-0458