JOB POSTING

JOB TITLE: IACE2 – LE,NONET Student Employment Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Office of Indigenous Academic and Community Engagement

CONTACT NAME: Renée Livernoche
LE,NONET Experiential Learning Coordinator
Office of Indigenous Academic and Community Engagement

JOB DESCRIPTION:

The LE,NONET Student Employment Assistant will work remotely to assist the LE,NONET Experiential Learning Coordinator in tasks relating to the planning, marketing, delivery and tracking of employment related events and opportunities. The Student Employment Assistant will:

• Assist with event and activity planning and delivery (e.g., Mock Interview Clinics, employer events, focus groups, etc.)
• Assist with employer outreach, promotion and marketing
• Maintain and update a centralized employer outreach database
• Research and promote Indigenous student job opportunities
• Assist with student engagement and promotion
• Assist with outreach and communications for student job opportunities
• Network with relevant UVic faculties, departments, student groups and community organizations to encourage and promote Indigenous student employment
• Will attend weekly virtual zoom meetings with the LE,NONET Experiential Learning Coordinator
• Assist with other IACE duties as required

QUALIFICATIONS:

• Awareness of UVic’s Indigenous student programs, services and overall student community
• Experience in planning and coordinating events/activities (including in Indigenous communities)
• Ability to prioritize multiple tasks and work independently
• Demonstrated ability to be self-motivated and to take initiative
• Exceptional written, oral, and interpersonal communication skills
• Experience with Outlook, Microsoft Teams and video conferencing platforms is an asset
• Demonstrated sensitivity towards and understanding of the diverse complexities involved in Indigenous cultural practices and protocols, including a high level of integrity surrounding cultural and confidential matters
JOB LOCATION ON-CAMPUS: On campus and/or remotely

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:

Renée Livernoche
LE,NONET Experiential Learning Coordinator
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