WORK STUDY JOB POSTING

JOB TITLE: IACE2 – LE,NONET Student Employment Assistant

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 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, campus visits, 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
• Develop and maintain a positive and inclusive presence in the First Peoples House
• 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
• 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: First Peoples House

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
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WORK STUDY WAGE:  $14.50 (including 4% vacation pay)

HOURS AVAILABLE:  300

HOW TO APPLY:

Please submit your cover letter and resume to:

Renée Livernoche, LE,NONET Experiential Learning Coordinator
Office of Indigenous Academic and Community Engagement
First Peoples House Room 133
PO Box 1700 Stn CSC
Victoria BC V8W 2Y2
Email lenonetelc@uvic.ca
250-721-6326

In accordance with the University’s Equity Plan and pursuant to Section 42 of the BC Human Rights Code, the selection will be limited to members of the following designated group(s). Candidates from the group(s) are encouraged to self-identify.

• Aboriginal