

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

**JOB TITLE:** IACE2 - Indigenous Student Communications 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 Communications Assistant will work with the Communications Officer in the Office of Academic and Community Engagement (IACE) to support Indigenous student outreach by developing, promoting and delivering online Indigenous student engagement activities. Their responsibilities will include:

- Assisting with the development of virtual resources with staff, faculty and Elders (video scheduling/filming)
- Assisting with outreach and communications materials for IACE events utilizing social media, Digicaster, print and online newsletters
- Developing and maintaining a positive and inclusive online presence for IACE programs and services
- Attending staff meetings and providing oral and/or written reports on online events and activities
- Assist with writing articles featuring Indigenous students, faculty and staff for IACE newsletters and bulletins
- Providing general office support and other duties as required

This position will also be responsible for social engagement activities, including:

- Assisting the Communications Officer, Events Coordinator and LE,NONET Campus Cousins in the development and delivery of online activities, contests and events
- Assisting the Communications Officer in promoting IACE events through Instagram, Facebook, email notices, etc.
- Networking with UVic faculties, departments, student groups, and community organizations to identify events and activities relevant to Indigenous student, staff and faculty
- Assisting the Communications Officer and other IACE staff in coordinating external events (Mini-University Summer Camp, Indigenous Recognition Ceremony, Orientation, Campus Cousins orientation, Orange Shirt Day, etc.)

As well, they will be responsible for some research activities, such as:

- Monitoring Indigenous and post-secondary media sources for articles and funding opportunities to pass on to students through IACE social media, newsletters and bulletins
- Researching IACE archives for visual materials to include in Welcome Back to Campus event that will include the First Peoples House 10<sup>th</sup> anniversary and LE,NONET 10<sup>th</sup> anniversary publication or events
- Organizing IACE photo archives and distributing events photos to faculties and departments.

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>

## QUALIFICATIONS:

### Knowledge requirements:

- Knowledge of the history of Indigenous People in Canada and the impacts of colonial history
- Knowledge of local Indigenous communities and organizations including protocols and resources
- Knowledge of Indigenous issues, particularly as they relate to post-secondary education and local Indigenous communities
- Awareness of UVic's Indigenous student programs, services and overall student community

### Skill requirements:

- Educational background or experience in journalism, writing, public relations, graphic design and/or communications
- Ability to work effectively and respectfully with Indigenous students, Elders and community members, and demonstrated sensitivity towards and understanding of the diverse complexities involved in Indigenous cultural practices and protocol
- Experience in planning and coordinating events and activities
- Ability to prioritize multiple tasks and work independently
- Must exercise a high level of integrity surrounding cultural and confidential matters
- Strong organizational skills
- Ability to communicate effectively in writing, with tact and diplomacy, with a variety of internal and external contacts
- Strong computer skills and knowledge of MS Office Programs
- Experience working with Photoshop and InDesign or other design programs
- Experience with online platforms and programs an asset (Zoom, Microsoft Teams, BlueJeans, webinars, Facebook, Instagram, etc.)

**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:** 340

**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

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