

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE:	ICSS1 – Communications/Volunteer Assistant
EMPLOYEE GROUP:	CUPE
DEPARTMENT NAME:	International Centre for Students
CONTACT NAME:	Carmencita Duna Acting Associate Director, International Centre for Students

JOB DESCRIPTION:

The International Centre for Students (ICS) provides programs, supports and services to international students starting from pre-arrival and throughout their time at UVic. We support international degree program, incoming and outgoing exchange and international visiting and visiting research students.

Under the supervision of the Associate Director, ICS, with operational leadership from the ICS Advisers, the Communications/Volunteer Assistant will assist with volunteer coordination and the delivery of ICS programs, events and initiatives. The focus will be on communicating and engaging with students and volunteers, promoting events and projects and coordinating student involvement. The Communications/Volunteer Assistant will also assist with social media and a bi-weekly newsletter to communicate with current international students, exchange students and visiting students.

The Communications/Volunteer Assistant will liaise with student groups and UVic service units to stay informed of a variety of events and projects.

QUALIFICATIONS:

We are looking for a student who:

- Has experience volunteering and/or coordinating volunteers
- Takes initiative and works confidently
- Is a team oriented person who enjoyed collaboration
- Is experienced with social media tools and video editing software (E.g., InDesign).
- Has experience and/or interest in volunteering with international students.
- Is available to work in this position from September to April.

JOB LOCATION ON-CAMPUS:

International Centre for Students (JCC B202d) and other on-campus locations when promoting, planning and facilitating events and workshops related to ICS programs and initiatives.

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>

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

DEPARTMENT TOP UP: \$4.00/hour

HOURS AVAILABLE: 135

HOW TO APPLY:

Please submit a cover letter, a resume with two references listed, and a copy of your Work Study Authorization form to:

Carmencita Duna
Acting Associate Director
International Centre for Students
University of Victoria
cduna@uvic.ca