

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE:	ICSS2 – Administrative Assistant Student Exchange Program
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, and with operational leadership from the ICS Advisers, the Administrative Assistant will assist in the day-to-day administrative processes to support incoming and outgoing exchange students such as processing exchange applications, preparing information and admission packages, and updating student and partner databases. The Administrative Assistant will collaborate with the ISS Exchange team to plan exchange events and promote the ICS Exchange Program through various media, across campus, and at exchange information sessions.

QUALIFICATIONS:

We are looking for a student who:

- Has experience working or volunteering with international students.
- Takes initiative and works confidently with limited supervision.
- Is detail-oriented and is willing to focus on administrative tasks.
- Has excellent organizational skills.
- Is experienced with social media tools and web management systems.
- 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