

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: IGOV1 - Special Projects & Research Assistant

DEPARTMENT NAME: Indigenous Governance Program

CONTACT NAME: Shawna McNabb

JOB DESCRIPTION:

The position will provide general office support to the Indigenous Governance Program. Task will include but not be limited to:

- Assist with IGOV program initiatives (i.e. booking space, scheduling gatherings, note taking, etc.)
- Assist with program events (i.e. book launches, film screenings and other events as planned)
- Create marketing material and posters
- Research current political issues and activities (i.e. literature reviews, data analysis)
- Social media support, if needed

QUALIFICATIONS:

- Strong research and writing skills
- Strong interpersonal and organizational skills
- Strong computer skills with specific emphasis on Microsoft Office Suite
- A strong understanding of Indigenous perspectives, concerns, cultures and protocols
- Preference will be given to an Indigenous candidate

JOB LOCATION ON-CAMPUS: Human & Social Development Building Room A260

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

DEPARTMENT TOP UP: \$4.00/hour (including 4% vacation pay)

HOURS AVAILABLE: 100 hours

HOW TO APPLY: Please forward cover letter and resume via email to:

Shawna McNabb, Academic Administrative Officer
Indigenous Governance Program
igovao@uvic.ca

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>