2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: INTL1 - Information Assistant, Global Engagement

DEPARTMENT NAME: Office of Global Engagement

CONTACT NAME: Margy Gamble, world@uvic.ca

JOB DESCRIPTION:

Support the Office of Global Engagement with researching, collecting and entering information into a database. Projects and work will include, but are not limited to: researching UVic student, faculty member and staff activity abroad; researching the global activity of UVic’s faculties, research centres and other university units; preparing, compiling and verifying information for data entry into required systems formats, updating databases, supporting the development of globally-focused faculty profiles.

Flexible work hours available.

QUALIFICATIONS:

Undergraduate student with 2nd year standing or above. Excellent knowledge of all UVic’s programs, faculties and research centres. Great attention to detail a must as well as excellent writing and organizational skills.

Ability to work independently and remotely.

Must have own computer equipment and reliable internet connection.

JOB LOCATION ON-CAMPUS: Remote or on campus following Covid-19 guidelines.

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: 2.50 (total of 18.00/hour)

HOURS AVAILABLE: 300

HOW TO APPLY: via email to world@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