

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: INTL1 - Projects Assistant
EMPLOYEE GROUP: CUPE
DEPARTMENT NAME: Office of Global Engagement
CONTACT NAME: Margy Gamble, world@uvic.ca

JOB DESCRIPTION:

Working closely with the Communications Specialist, the Projects Assistant will support the Office of Global Engagement with various communications, marketing and event initiatives. Projects may include, but are not limited to: researching and gathering information to support content creation, preparing and creating communication materials, organizing photos, files and data, and assisting with event planning and marketing. Flexible work hours available.

QUALIFICATIONS:

- Strong written communication skills and attention to detail.
- Comfortable with creative work and utilizing various programs and tools.
- Excellent knowledge of UVic programs, faculties and research centres.
- Experience supporting the execution of university or organizational events would be an asset.
- Previous international academic experience would be an asset.
- Ability to work independently and remotely.
- Must have own computer equipment and reliable internet connection for remote work.

JOB LOCATION ON-CAMPUS: Hybrid:
Remote work possible with some on-campus work required

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

DEPARTMENT TOP UP: 2.50/hour (total of 19.00/hour)

HOURS AVAILABLE: 57

HOW TO APPLY: Submit resume and brief cover letter 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>