2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: INTL - 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. The role may also be required to support project-based initiatives and events that the Office of Global Engagement is leading during the Work Study period.

Flexible work hours available.

QUALIFICATIONS:
• Undergraduate student with 2nd year standing or above. Excellent knowledge of UVic programs, faculties and research centres.
• Attention to detail as well as excellent writing and organizational skills.
• Experience supporting the execution of university or organizational events would be an asset.
• 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: $16.00/hour (including 4% vacation pay)

DEPARTMENT TOP UP: 2.50 (total of 18.50/hour)

HOURS AVAILABLE: 200

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