**JOB TITLE:** LAWF19 – Animals & Society Research Initiative Coordinator Assistant

**DEPARTMENT NAME:** Faculty of Law

**CONTACT NAME:** Maneesha Deckha

**JOB DESCRIPTION:**

The successful candidate will coordinate and promote research events and programming of the Animals & Society Research Initiative, help maintain its Online Academic Community website, and conduct research on animal studies to support its activities. They will: 1) help plan research events; 2) liaise with guest speakers, coordinate travel, and otherwise logistically support research events; 3) create and promote communications material for speakers and events; 4) update and maintain the website of the Animals & Society Research Initiative currently hosted by UVic’s Online Academic Community portal; 5) prepare Agendas and record minutes of meetings of the Animals & Society Research Initiative and otherwise provide documentation and writing support; and 5) edit draft articles and assist with manuscript preparation where needed. The work will support academic writing, research and research programming, and knowledge dissemination.

**QUALIFICATIONS:**

Applicants should be current undergraduate or graduate students. Qualifications will include strong writing, organizational, and communication skills. An interest in animal studies and critiques of anthropocentrism would be an asset.

**JOB LOCATION ON-CAMPUS:** Murray and Anne Fraser Building

**WORK STUDY WAGE:** $14.50/hour (includes 4% vacation pay)

**DEPARTMENT TOP UP:** $1.87/hour

**HOURS AVAILABLE:** 100

**HOW TO APPLY:** Please submit a brief cover letter, all post-secondary academic transcripts, and resume by email attachment to Prof. Deckha at mdeckha@uvic.ca. Interviews will begin immediately upon receipt of qualified applications.

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php