JOB TITLE: LTSI3 – Instructional Support

DEPARTMENT NAME: LTSI (Division of Learning and Teaching Support and Innovation)

CONTACT NAME: Carolyn Boss, Program Coordinator

JOB DESCRIPTION:

The Division of Learning and Teaching Support and Innovation (LTSI) provides support and resources to instructors at the University of Victoria. This support includes the delivery of workshops and conferences and the development of print and web resources. A highly motivated student is required to assist in these major functions. The successful work study applicant will be involved in the following activities:

- assisting with special learning and teaching projects (examples include: working with staff on newsletters, events, communications; environmental scans learning and teaching supports)
- assisting with data collection, transcription, and data analysis on

In previous years, work study students have engaged in surveying best practices at other Canadian institutions, incorporating findings into reports and developing spreadsheets. This work happens both on campus and sometimes at home.

QUALIFICATIONS:

- excellent organization skills and a comfort with technology
- excellent communications skills with a proactive, positive attitude
- comfortable with surveying internet sources and academic articles for key points; reporting on findings in a professional manner

JOB LOCATION ON-CAMPUS: Harry Hickman Building (HHB), Room 120

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

DEPARTMENT TOP UP: $4.00/hour

HOURS AVAILABLE: 300 hours

HOW TO APPLY: Please apply by email, with cover letter, resume, and references to ltsipc@uvic.ca

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