

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** LTSI3 – Instructional Support

**EMPLOYEE GROUP:** CUPE

**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 faculty/instructors at the University of Victoria. This support includes the delivery of learning and teaching resources, courses, workshops and conferences. We are in search of a highly motivated student 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 communications and marketing projects, incorporating findings into reports and developing spreadsheets.

This work happens both remotely and on campus (pending the [Return to Campus guidelines](#)).

### QUALIFICATIONS:

- Excellent organizational skills with an attention to detail, who is comfortable with surveying internet sources and academic articles for key points and report on findings.
- A comfort with learning technology platforms, including: Brightspace, WordPress, Zoom, Microsoft Teams, Kaltura, and Crowdmark as well as some social media platforms (Facebook, Instagram and Twitter).
- Strong communications skills with the ability to write, edit, and design concise, easy to understand resources for instructors, faculty, staff and students.
- A positive attitude with a willingness to help others and learn new programs and tools as required.

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>

**JOB LOCATION ON-CAMPUS:** Harry Hickman Building (HHB), Room 120  
(Pending approval to work on campus)

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

**DEPARTMENT TOP UP:** \$4.00/hour

**HOURS AVAILABLE:** 40 hours

**HOW TO APPLY:** Please apply by email, with cover letter, resume, and references to Carolyn Boss at: [tsipc@uvic.ca](mailto:tsipc@uvic.ca)

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