JOB TITLE: OIAP1—Outreach and Events Assistant

DEPARTMENT NAME: OIAP—Social Justice Studies

CONTACT NAME: Dr. Margo Matwychuk

JOB DESCRIPTION:
The work-study student will assist with organizing, promoting and delivering a range of public events sponsored by the Interdisciplinary Social Justice Studies Program. These include the fall Annual Lecture, a high-profile event, the spring-term Conversations With Activists series (which dove-tails with SJS 200 and SJS 400B) and a set of ongoing public forums, panel discussions, workshops and other events that are often co-sponsored with community groups. The Assistant will help with event planning, promotion (including media releases and production/ dissemination of flyers) and delivery. The work-study student will also assist in building and maintaining effective relations with the various community constituencies that are served by UVic’s Social Justice Studies program. Tasks include assisting in ongoing updates and improvements to the SJS email list, and continuing to develop a strong social media presence (Facebook, Twitter, YouTube etc.); assisting in the ongoing development of a diverse group of SJS Mentors, who supervise practicum students; assisting in the meetings of the SJS Community Advisory Council and its subcommittees; and assisting in the promotion of SJS in local communities through in-person and email contact.

QUALIFICATIONS:
Upper-level undergraduate standing; familiarity with social justice issues and experience in organizing and promoting events; website experience, particularly with Cascade, would be helpful

JOB LOCATION ON-CAMPUS: Cornett B210

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

DEPARTMENT TOP UP:

HOURS AVAILABLE: 200

HOW TO APPLY: email cover letter and resume to sjs@uvic.ca
Dr. Margo Matwychuk, Director of Social Justice Studies

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