

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** SCIE1 - Tri-Faculty Indigenous Resurgence Assistant

**DEPARTMENT NAME:** Tri-Faculty (Hosted through the Science Dean's Office)

**CONTACT NAME:** Lydia Toorenburgh, Tri-Faculty Indigenous Resurgence Coordinator

#### JOB DESCRIPTION:

The successful applicant will work with the Tri-Faculty Indigenous Resurgence Coordinator on planning Indigenous initiatives in the Tri-Faculty (Science, Social Sciences, and Humanities). The two main projects that the student will be contributing to are: (1) an Indigenous scholars lecture series in the fall and (2) an Indigenous student conference in the spring.

**Lecture series duties:** Creating and sharing online promotional materials, managing registration, monitoring chat in online lectures, editing and uploading recordings of lectures.

**Conference duties:** Creating and sharing online and in-print promotional materials, website design and management, managing registration, designing and printing program, responding to emails, room set-up and take-down, running reception at event, providing support to students and Elders.

#### QUALIFICATIONS:

Self-Identified Indigenous student is preferred. Successful applicant should demonstrate the following skills: written and oral communication; social media; website and poster design; hosting and service; experience or interest in event planning and facilitation; independent organization and time management; strong knowledge of Indigenous culture and protocol.

**JOB LOCATION ON-CAMPUS:** Remote and on campus in the Bob Wright Centre, A216.

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

**HOURS AVAILABLE:** 150

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>

## HOW TO APPLY:

Apply by email to Lydia Toorenburgh at [tfirc@uvic.ca](mailto:tfirc@uvic.ca) with subject line "Work Study Application" followed by your last name. Please attach documents in Word or PDF format.

Please include in your application:

- A cover-letter. Please identify yourself as Indigenous or non-Indigenous and include a statement on your understanding of Indigenous culture and why you are interested in the job.
- A resume.
- The contact information for 2-3 work/volunteering and/or academic references.
- Optional: 1-3 examples of past work. (For example, this could include art, designs, posters, websites, and community projects).