JOB TITLE: SOC11 – Student Assistant to the Chair in Transgender Studies

DEPARTMENT NAME: Sociology

CONTACT NAME: Dr. Aaron Devor
Chair in Transgender Studies
Founder & Academic Director, The Transgender Archives
Professor in Sociology

JOB DESCRIPTION:

The successful candidate will assist the Chair in Transgender Studies in promoting knowledge of the Chair among constituent groups, building support for Chair activities, encouraging participation in Chair events, and assisting the Chair in research projects. Major components of the job will be assisting in the organization of the Moving Trans History Forward conference (April 2nd-5th, 2020) and assisting in the archival processing of materials in the Transgender Archives at the direction of the Special Collections Director or designate. The position will also assist before, during, and after community events sponsored by the Chair throughout the year. Tasks may include the audio/video recording of Chair events.

QUALIFICATIONS:

Applicants must have good interpersonal, analytical, and communication skills; must have ability to work both on their own and directly with a supervisor; must be well organized and have an excellent attention to detail. The successful applicant will have some experience in audio/video recording and production, and the Microsoft Office Suite especially Word and Excel. Good internet and social media search skills are a desirable asset. Experience in event planning is an asset. Familiarity with the transgender community is a definite asset but is not required. Experience working with archives, libraries, museums, or cultural centers an asset but not required.

JOB LOCATION ON-CAMPUS: Sociology Dept. & Mearns Centre/McPherson Library (Off-campus location: Victoria Conference Centre)

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

DEPARTMENT TOP UP: $2.00/hour

HOURS AVAILABLE: 250

HOW TO APPLY: Please email your cover letter & resume to transchair@uvic.ca

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