2020/2021 WORK STUDY PROGRAM

 JOB POSTING

JOB TITLE: SOCI2 – Student Assistant to Chair in Transgender Studies

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Sociology

CONTACT NAME: Dr. Aaron Devor
Chair in Transgender Studies
Founder & Academic Director, The Transgender Archives
Professor of 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 (March 2021) and assisting in projects related to 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 (online and/or in-person).

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, online conferencing software (e.g.: Zoom), and social media skills are required. Ability to lift/move items such as tables/chairs/boxes is required. Experience in event planning is an asset (both online and in-person). 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., UVic Campus, & Mearns Centre/McPherson Library

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $2.00/hour

HOURS AVAILABLE: 340

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

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