

2022/2023 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
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 before, during, and after with the Moving Trans History Forward conference (March/April 2023), and assisting with community events sponsored by the Chair throughout the year (online and/or in-person). Additionally, the successful candidate will assist in projects related to materials in The Transgender Archives at the direction of the Office of the Chair in Transgender Studies and the Special Collections Director or designate.

QUALIFICATIONS:

Applicants must have good interpersonal, analytical, and communication skills; must have ability to work both on their own and with other staff members and a supervisor from the Office of the Chair in Transgender Studies; must be well organized and have 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 Meeting & Webinar), and social media skills are required. Ability to lift/move items such as tables/chairs/boxes is required. Willingness to work occasional evening and weekend events is required. Experience in event planning is an asset (both online and in-person) but is not required. Familiarity with Trans+ communities 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: \$16.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$2.00/hour

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>

HOURS AVAILABLE:

170

HOW TO APPLY:

Please email your cover letter & resume to
transchair@uvic.ca

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