2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: SOCW1 - Special Projects Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Social Work

CONTACT NAME: Lisa Seel-Thompson

JOB DESCRIPTION:

The School of Social Work is seeking a work study position commencing January 4, 2021 to support a number of special projects in the School. Some of the projects may include but are not be limited to:

- Assisting with the organization of the School’s events, gatherings, student town halls including Indigenous events;
- Supporting the school’s equity initiatives;
- Supporting a project on implementing a universal design for course outlines;
- Research support as necessary including analyzing how other Social Work programs recruit Indigenous students or have specific programs that adhere to Indigenous student learning;
- Supporting the school’s student communication, including updating various school bulletin boards and assisting with a school newsletter.

The School of Social Work partners and welcomes students, staff, teaching staff and faculty members from communities who are committed to social justice, equity, anti-racism and decolonization. In our school, we will apply a decolonial equity framework which includes an intersectional lens.

QUALIFICATIONS:

We are seeking to attract a student with a willingness to take on various initiatives and with rich and diverse skills.

These may include:
- Excellent interpersonal and communication skills;
- Adaptable & Flexible
- Experience with planning meetings and/or events;
- Critical thinking and problem solving skills;
- Strong organizational skills and attention to detail;
- Research skills;
- Strong technical skills in using Microsoft Office Suite;

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
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

- Solid writing skills and the ability to create presentable documents for circulation (e.g. invites, cards and letters of appreciation, newsletters, course outlines, reports);
- A demonstrated ability to work both as a member of a team and independently
- Basic understanding of social work and social justice would be an asset and a commitment to anti-racism and decolonial equity

**JOB LOCATION ON-CAMPUS:** Human & Social Development Building Room B302

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

**HOURS AVAILABLE:** 250

**HOW TO APPLY:** Resume and Cover Letter to:
Lisa Seel-Thompson
Academic Administrative Officer
School of Social Work
PO Box 1700 STN CSC
Victoria, BC V8W 2Y2
Or
Via email to: socwaa@uvic.ca