2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: SOCW1 Special Projects Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Social Work

CONTACT NAME: Ruvimbo Sakutukwa

JOB DESCRIPTION:

The School of Social Work is seeking a work study position commencing January 4, 2022 to support a number of special projects in the school. Some of the projects include but are not limited to:

- Assisting with the organization of the School’s events, gatherings, student town halls including Indigenous events;
- Supporting the school’s equity initiatives;
- Research support as necessary including assisting with compiling teaching/learning resources,
- Assisting with developing resources for additional land-based learning opportunities;
- Supporting the school’s student communication, including updating various databases, updating print and web-based materials, and digitizing documents;

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 and flexible
- Experience with planning meetings and/or events;
- Critical thinking and problem solving skills;
- Strong organizational skills and attention to detail;
- Strong 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
• 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

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

**WORK STUDY WAGE:** $16.00/hour (including 4% vacation pay)

**HOURS AVAILABLE:** 250

**HOW TO APPLY:** Email resume and cover letter to socwao@uvic.ca

Attn: Ruvimbo Sakutukwa
Academic Administrative Officer
School of Social Work