JOB TITLE: SOCW2 - Special Projects Assistant

DEPARTMENT NAME: Social Work

CONTACT NAME: Cathy Stacey

JOB DESCRIPTION:
The School of Social Work is seeking a work study position to support a number of special projects in the School. These will likely include but not be limited to:

- Assisting the organization of events for students, alumni and practicum agencies;
- Assisting the organization of a School Forum(s) bringing together a broad constituency of people who have an interest in the School of Social Work;
- Research support to the equity initiatives;
- Updating various school bulletin boards,
- Research support as necessary.

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

- Strong interpersonal skills;
- Experience with event and/or meeting planning;
- Research and problem solving skills;
- Strong skills in using Microsoft Office Suite;
- Attention to detail;
- Basic understanding of social work, social justice and social work education would be an asset.

JOB LOCATION ON-CAMPUS: HSD B302

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

DEPARTMENT TOP UP: 0

HOURS AVAILABLE: 150

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
HOW TO APPLY: Resume and Cover Letter to:
Cathy Stacey
Academic Administrative Officer
School of Social Work
PO Box 1700 STN CSC
Victoria, BC V8W 2Y2

Or

Via email to: socwaa@uvic.ca

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