2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: SOSC3 Research Assistant, Outbound Student Mobility

DEPARTMENT NAME: Faculty of Social Sciences

CONTACT NAME: Lisa Pender, International Officer

JOB DESCRIPTION:

The Faculty of Social Sciences aims to make experiential learning opportunities more accessible by identifying and addressing barriers to participation. Building on student input collected during the Outbound Student Mobility (OSM) project – and in collaboration with International Student Services – the Faculty of Social Sciences seeks to address barriers to participation in OSM for students with disabilities.

Reporting to the International Officer, Faculty of Social Sciences, and working closely with the Director, International Student Services, the Research Assistant will contribute to the development of a survey to identify support for students with disabilities at international exchange partner universities.

Key responsibilities include: developing survey questions; communicating with international exchange partner universities; collecting responses; summarizing information; preparing information for publication (print and web resources); applying accessibility guidelines; and other related duties as assigned. Work will primarily be performed virtually, with face to face project meetings as permitted by COVID-19 safety protocols.

The Research Assistant will have the opportunity to develop skills and gain experience in: data collection, management, and visualization; intercultural communication; teamwork; and, social responsibility.

QUALIFICATIONS:

- 3rd or 4th year undergraduate student in a Social Sciences discipline
- In good academic standing
- Demonstrated proficiency in academic writing and preparing a list of works cited in APA format
- Proficient in MS Office, including Word and Excel
- Ability to learn and use additional systems such as Zoom, Survey Monkey, and Canva
- Organized, detail-oriented, reliable, independent, and professional
- Ability to work independently and collaboratively within a team
- Excellent communication skills
- Commitment to equity, diversity, and inclusion

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
JOB LOCATION ON-CAMPUS: Virtual

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

DEPARTMENT TOP UP:

HOURS AVAILABLE: 150

HOW TO APPLY: Send CV, cover letter, and sample of academic writing to soscinternational@uvic.ca  Applicants are welcome to identify accommodations they require at any stage of the application process.