

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: SOSC3 - SJS Outreach and Events Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Faculty of Social Sciences, Social Justice Studies

CONTACT NAME: Dr. Nancy Clark

JOB DESCRIPTION:

The work-study student will assist with organizing, promoting and delivering a range of public in person and/or virtual events sponsored by the Interdisciplinary Social Justice Studies Program. These include the fall or spring Annual Lecture, a high-profile event, the spring-term Conversations With Activists series (which dove-tails with SJS 200) and a set of ongoing public forums, panel discussions, workshops and other events that are often co-sponsored with other university partners and with community groups. The Assistant will help with event planning, promotion (including media releases and production/ dissemination of flyers) and delivery. The work-study student will also assist in building and maintaining effective relations with the various community constituencies that are served by UVic's Social Justice Studies program. Tasks include assisting in ongoing updates and improvements to the SJS email list, and continuing to develop a strong social media presence (facebook, twitter, youtube etc.); assisting in the ongoing development of a diverse group of SJS Mentors, who supervise practicum students; assisting in the meetings of the SJS Program Committee and Community Advisory Council; assisting in the promotion of SJS on campus and in local communities through in-person, virtual and email contact; and organizing and planning events.

QUALIFICATIONS:

Upper-level undergraduate or graduate student; familiarity with social justice issues and experience in organizing and promoting events; social media experience

JOB LOCATION ON-CAMPUS: HSD A426

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 67

HOW TO APPLY: email cover letter and resume to Dr. Nancy Clark, Director of Social Justice Studies at sjs@uvic.ca

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>