

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: STSV1 - Assistant, Student Leadership Program

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Office of Student Life, Student Services

CONTACT NAME: Torry Harris
Student Leadership Coordinator, Office of Student Life

JOB DESCRIPTION:

The Office of Student Life (OSL) strives to advance UVic's vision of community building and supporting a post-secondary education experience that nurtures the full development of students. Through unique and dynamic programming and initiatives, the OSL provides opportunities for meaningful engagement in extra-curricular spaces, supporting the capacity of all students to establish belonging and connection, and engage in holistic learning and growth.

The Office of Student Life (OSL) has an opportunity for a student interested in social justice and transformative leadership approaches to programming. The Student Leadership Program Assistant will support the reimagining and development of the OSL student leadership program. This work may include the organizing of student consultation, engagement, and feedback processes; student outreach; research & data analysis; communications & promotion; event organization; and other related activities.

Duties will include the following:

- Virtual and/or in-person outreach and engagement with students and student groups
- Logistics and organizing of meetings, events, and/or consultative strategies
- Researching and mapping relevant programs, initiatives, groups, and/or contacts
- Attending staff meetings and meetings with student groups
- Drafting emails, web content, promotional materials, and/or information sheets
- Record keeping, minutes, and other forms of written documentation
- Additional duties as assigned

QUALIFICATIONS:

We are looking for candidates who are:

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>

- Passionate about social justice and transformative leadership
- Knowledgeable about structural and systemic barriers faced by historically marginalized students, through work and/or lived experiences
- Self-directed, able to multi-task effectively, and organized
- Skilled in written and verbal modes of communication
- Comfortable with outreach and possess excellent interpersonal communication skills
- Interested in working for and with diverse students and student groups
- Flexible, highly adaptable, and interested in working in new and emergent teams and projects
- Proficient in the use of Microsoft Office programs (e.g. Word, Excel, PowerPoint, etc.)

Additional assets for this position include:

- Knowledge and experience with website design and/or graphic design
- Marketing and communications experience
- A solid understanding of anti-racist and anti-oppressive frameworks and practices

Direct experience with peer mentorship, engagement or support, as well as experience with program development is considered an asset. The OSL also recognizes and will consider volunteer labour, lived experiences and/or experiential knowledge as alternate and equivalent ways to be qualified for this role.

JOB LOCATION ON-CAMPUS: Jamie Cassels Centre / Remote Location

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

DEPARTMENT TOP UP: \$3.50/hr

HOURS AVAILABLE: 100

HOW TO APPLY: Please email your cover letter and resume to studentlife@uvic.ca with the subject line “Work Study – ASLP Application”

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>