

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: STSV3 - Assistant, Anti-Racism Initiatives

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Office of Student Life, Student Services

CONTACT NAME: Lily Han
Manager, Student Equity & Social Justice Education, 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 supporting anti-racism and critical equity work in student programming. The Assistant, Anti-Racism Initiatives will support the ongoing work of the Student Equity & Social Justice Education team. This work may include supporting the review and revision of current programming and initiatives through an anti-racist, critical equity lens; conducting research on and gathering anti-racism resources for students & staff; supporting the revamping and promotion of the Student Life Grants +Anti-Racism Supplement program; and other related activities.

Duties will include the following:

- Review and provide recommendations for updating programs, processes, and/or content through an anti-racist, critical equity lens
- Conduct research on and collate anti-racism resources for students and/or staff
- Collaborate on the review and revamping of the Student Life Grants +Anti-Racism Supplement program
- Attending staff meetings and meetings with student groups
- Draft emails, web content, promotional materials, and/or information sheets
- Record keeping, minutes, and other forms of written documentation
- Additional duties as assigned

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>

QUALIFICATIONS:

We are looking for candidates who are:

- Has a solid understanding of colonization, racism, and intersectional forms of oppression
- Grounded in equity, social justice, and anti-oppressive frameworks and practices
- 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
- 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:

- A background in or knowledge of data analysis
- A background in or knowledge of program development and/or event planning
- A background in or knowledge of equity audits, assessments, or analyses

Direct experience with anti-racist, anti-oppressive, and/or social justice work within complex systems and structures 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"

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