

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UNEX1 - Online Instructional Assistant

DEPARTMENT NAME: Continuing Studies

CONTACT NAME: Hajime Kataoka

JOB DESCRIPTION:

Are you looking for a position that provides flexibility; fits in with your scheduled classes and allows you to work from home? If you answered yes – then this is the position for you.

Continuing Studies is looking for energetic, engaging and dynamic individuals to support both our online instructors and learners through the fall and spring term. Continuing Studies offers many online courses for our community learners and as an instructional assistant, you will work with our students to help them navigate and move through Zoom and Brightspace. Instructors will rely on your knowledge and expertise to assist these students – which will in turn provide a seamless and engaging learning experience

QUALIFICATIONS:

Applicants should:

- Have experience working online with the features of Zoom and Brightspace
- Have the ability to work effectively both as part of a team and independently
- Have a friendly, outgoing personality
- Have strong organizational and time-management skills
- Be able to adapt to change in a dynamic, fast-paced environment

JOB LOCATION ON-CAMPUS: Remote/online

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

DEPARTMENT TOP UP: \$5.00/hour

HOURS AVAILABLE: 30

HOW TO APPLY: Please send resume and cover letter to Hajime Kataoka at uvcsolsad@uvic.ca