2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS OMBU1
Communications and Office Support Assistant

DEPARTMENT NAME: Office of the Ombudsperson

CONTACT NAME: Annette Fraser

JOB DESCRIPTION:

The Ombudsperson assists in resolving student fairness issues and in fostering respectful learning and working environments by: Providing information about resources, procedures and regulations, and student rights and responsibilities. Investigating concerns about the application of rules, policies or procedures affecting students. Problem-solving, mediating or facilitating communication. Training and coaching (groups or individuals) in the areas of fairness and conflict resolution. Recommending changes in procedures or policies affecting students. Stimulating discussion at the institutional level.

Under the direction of the ombudsperson, the successful candidate will assist with communication and office support tasks as needed. These may include:

- Conducting web searches for policies, procedures and other background information to develop and update ombuds office administrative procedures and forms.
- Developing, updating and maintaining office promotional and the information material displayed on campus and ombuds office website.
- Assisting in developing and implementing outreach activities to the university community to promote awareness of ombuds office.
- Possibly collaborating on other office projects and support tasks.

QUALIFICATIONS:

- Excellent organizational, analytical skills, and office administration skills.
- Discretion and an understanding of confidentiality requirements in an ombuds setting
- Excellent written and oral communications skills
- Proficiency in Microsoft Office programs and experience with web research
- Experience with WordPress web development and with Excel spreadsheets an asset
- Self-starter with a proven ability to work independently and within a team

JOB LOCATION ON-CAMPUS: SUB B 205
(work will not necessarily be done at this location)

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

DEPARTMENT TOP UP: $3.00/hour

HOURS AVAILABLE: 150

HOW TO APPLY: Please email your resume, cover letter, and contact information for 2 references to: ombuddy@uvic.ca; Attn: Annette Fraser, Ombudsperson