

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** UVSS8 - Local Committee Coordinator

**DEPARTMENT NAME:** University of Victoria Students' Society, WUSC

**CONTACT NAME:** Dr. Marlea Clarke, Department of Political Science

#### JOB DESCRIPTION:

The UVic chapter of the World University Service of Canada (WUSC) is looking to fill the position of club coordinator to assist with the Student Refugee Program (SRP). The Student Refugee Program is a nation-wide program that sponsors student refugees to study at Canadian universities. Each year, \$2.50 of each undergraduate student's UVSS fee and \$2.00 of each graduate student's GSS fee goes towards supporting four students to study at UVic. Approximately 2-4 student refugees come to Uvic each year, generally arriving in August and starting at Uvic in September. Through the program students gain permanent residency status, allowing them to live and work in Canada for the rest of their lives. The position will involve playing a key role sponsoring the students while working in collaboration with the other WUSC committee members, and other groups in Victoria and on campus.

The position will involve hands-on support for sponsored students, management of UVic WUSC volunteers, overseeing educational and other WUSC activities on campus, and various administrative duties such as filling out paperwork and communicating with WUSC Ottawa. This position will work in close partnership with other WUSC Local Committee members and student service providers both on and off campus. As such, an ideal candidate would be someone with knowledge of, and experience with, the UVic WUSC Local Committee, preferably those who have leadership roles in the committee and / or someone who was a previously sponsored student and therefore has direct experience with WUSC. Finally, given the challenges posed by COVID-19 over the last few years, work for 2022-2023 will focus on re-building the local committee by increasing the number of volunteers and setting up training and educational workshops / meetings to increase the capacity of the local committee to sponsor students in the coming years and undertake additional education, fundraising and advocacy work.

#### Job duties include:

- Maintaining regular contact with the sponsored students and ensuring their needs are being met.
- Coordinating orientation of sponsored students and working with other WUSC members to ensure sponsored students are oriented on campus and in the community.
- Managing volunteers and overseeing fundraising, educational, outreach and other activities on campus and in the community campaigns.
- Recruiting and training new local committee volunteers.
- Increasing the capacity of the local committee to undertake educational and fundraising activities.
- Updating the club's facebook page, or developing a WUSC UVIC website to advertise the club & its activities.
- Carrying out administrative duties such as organizing local committee student members' travel to the Annual General Assembly.
- Updating and developing resources for sponsored students and volunteer coordinators.

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:

- Familiarity with the needs of newly resettled sponsored students.
- Experience in volunteer management, administrative work and / or experience coordinating groups.
- Intercultural skills, including intercultural communication and understanding, and cultural awareness, sensitivity and skills.
- Leadership and organizational skills (e.g. plan and lead meetings; coordinate volunteers)
- Administrative skills, including social media skills.
- Knowledge of WUSC and / or knowledge of some of the specific and challenges facing refugees in Canada.
- A professional and flexible attitude to the program.
- Experience working with the UVic WUSC local committee or a similar organization is an asset.

**JOB LOCATION ON-CAMPUS:** Student Union Building, SUB Room B003

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

**HOURS AVAILABLE:** 135

**HOW TO APPLY:** Please send a cover letter and resume by Sept. 16, 2022 to:  
Dr. Marlea Clarke, [mjclarke@uvic.ca](mailto:mjclarke@uvic.ca)