JOB TITLE: CFGS2 - POLIS Water Sustainability Project
Communications & Research Assistant

DEPARTMENT NAME: Centre for Global Studies (POLIS Project)

CONTACT NAME: Rosie Simms

JOB DESCRIPTION:
The POLIS Water Sustainability Project is seeking a highly organized and Communications & Research Assistant. This position requires the successful applicant to be an active member of the POLIS community and assist with various events, project communications, research support, and general project assistance as needed.

EVENT SUPPORT: The WSP hosts regular meetings, events, and webinars. This position requires a variety of event support duties, including making posters, emailing invitations, collecting RSVPs, note-taking and drafting summary reports, and assisting with set up and clean up on event day where needed.

COMMUNICATIONS SUPPORT: This position requires assisting with quarterly e-newsletter (Mailchimp); large-scale mail-outs of research reports (Excel/Word mail merge); communications on relevant events/meetings; maintaining the Water Sustainability Project’s media binder and research library; and supporting general project networking and outreach activities.

RESEARCH SUPPORT: This position requires assisting with note-taking; assisting with research and writing of materials for workshops/events, and preparing webinar summaries.

QUALIFICATIONS:
The successful candidate should be flexible, have excellent research and writing skills, and impeccable organizational skills. We are looking for someone who has a collaborative working style, yet is able to work independently when required, and who can communicate effectively and professionally with colleagues on campus as well as with POLIS’ network of external researchers and partners. Experience with Microsoft Office Suite, Mailchimp, InDesign, AdobeAcrobat, and event management will be considered an asset. An interest and/or background in water issues (governance, conservation, and/or law/policy) must be demonstrated.

Hours of work can be flexible and may vary from week to week. The student will be supervised by the Co-Director of POLIS and will work closely with its Water Law and Policy Researcher/Coordinator.

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
JOB LOCATION ON-CAMPUS: Sedgewick C199

WORK STUDY WAGE: $13.50 (including 4% vacation pay)

DEPARTMENT TOP UP: $1.50

HOURS AVAILABLE: 180

HOW TO APPLY: Please send cover letter and resume to Rosie Simms (water@polisproject.org)