JOB TITLE: COOP1 - Leading Edge Program Assistant

DEPARTMENT NAME: Co-operative Education Program and Career Services

CONTACT NAME: Joy Andrews

JOB DESCRIPTION:

This position will assist the program coordinator to launch the Leading Edge, a new experiential learning program for UVic students. This may include, but is not limited to:

- Promoting the Leading Edge at events
- Introducing students to the program
- Assisting in managing event logistics
- Conducting data entry to develop and maintain our catalogue of experiential learning opportunities
- Assist in compiling reports
- Research off-campus experiential learning opportunities
- Other tasks as needed

QUALIFICATIONS:

- Strong interpersonal skills
- Excellent writing and organizational skills
- Good time management
- Demonstrated ability to use MS Word and Excel for data management and reporting
- Good attention to detail
- Self-directed
- Research skills

Preference will be given to students who have participated in the Leading Edge pilot.

JOB LOCATION ON-CAMPUS: Co-op and Career Director’s office

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

DEPARTMENT TOP UP: $ 0

HOURS AVAILABLE: 51

HOW TO APPLY: Email cover letter and résumé to joyandre@uvic.ca as soon as possible.

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