

## **WORK STUDY JOB POSTING**

For HR/CUPE 951 USE ONLY

CUPE

**JOB TITLE:** COSI1 – Outreach Support Assistant

**DEPARTMENT NAME:** Computer Science

**CONTACT NAME:** Sue Butler

### **JOB DESCRIPTION:**

The successful candidate will support the outreach initiatives for the Department of Computer Science. The student will report to the CSC undergraduate advisor. Duties include:

- liaising with students, faculty, staff and the community to organize and support outreach events
- act as student representative at Computer Science outreach events
- update the department website
- assist with developing outreach materials
- assist with data input and review, including the development of interactive PDFs

### **QUALIFICATIONS:**

Excellent written English and experience with public speaking  
Experience with a variety of programming languages such as Java, Python and C++ and web applications  
Experience as a Teaching Assistant or teaching young adults an asset  
Well organized, self-motivated, detail focused, and able to consistently meet deadlines  
Preference given to a graduate student in the Department of Computer Science

**JOB LOCATION ON-CAMPUS:** ECS 515

**WORK STUDY WAGE:** \$12.00/hour (including 4% vacation pay)

**DEPARTMENT TOP UP:** \$ 5.00

**HOURS AVAILABLE:** 200

**HOW TO APPLY:** Please email cover letter and resume to Sue at [cscadvisor@uvic.ca](mailto:cscadvisor@uvic.ca)

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