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 computing concepts and 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: $13.50/hour (includes 4% vacation pay)

DEPARTMENT TOP UP: $5.00

HOURS AVAILABLE: 100

HOW TO APPLY: Please email cover letter and resume to Sue at 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