JOB TITLE: ENGL_7 - Research Assistant

DEPARTMENT NAME: ENGL

CONTACT NAME: LISA SURRIDGE

JOB DESCRIPTION: The successful applicant will assist with research tasks in Victorian literature and culture.

Research tasks: Duties will include library research, both online and in Special Collections; proofreading scholarly manuscripts; assisting with compiling works cited; fact checking; and communicating with Interlibrary Loans as well as librarians at other research institutions.

QUALIFICATIONS:

This position requires excellent organization and research skills. Clear and correct writing is a must. Copy editing experience or training is an asset. The successful candidate will be organized, efficient, reliable, and personable, with an excellent GPA, preferably in Humanities. You must check and respond to emails regularly. Please provide work references and transcripts plus a writing sample.

JOB LOCATION ON-CAMPUS: Cle C 337

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

DEPARTMENT TOP UP: 0

HOURS AVAILABLE: 100

HOW TO APPLY:

Send cover letter, resume, and transcripts via email to lsurridg@uvic.ca

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