JOB TITLE: ENVI4 - Interview transcriber (Environmental Studies)

DEPARTMENT NAME: School of Environmental Studies

CONTACT NAME: Dr. Natalie Ban

JOB DESCRIPTION:

The successful applicant will assist with transcribing interviews for a research project that is a joint endeavor with the Gitga’at First Nation. The project developed a Gitga’at knowledge monitoring program that uses semi-structured interviews to document Gitga’at observations of the environment (focusing on marine systems). This work study position will help with transcribing the interviews.

QUALIFICATIONS:

Proficient use of computers, preferably PC-platform, and proficient use of Microsoft Word. Proficient, fast typing skills are essential. Experience transcribing interviews is an asset, as is familiarity with marine ecosystems, environmental issues, and an interest in ethnoecology and Indigenous knowledge. Preference will be given to students in Environmental Studies, although applications from students with qualification in other disciplines are also encouraged (the key ingredient is commitment to the project). Good teamwork skills, self-motivation, attention to detail and consistent work habits are essential.

JOB LOCATION ON-CAMPUS: Turpin building, Room B264

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

DEPARTMENT TOP UP: $5/hour (including vacation pay)

HOURS AVAILABLE: 40

HOW TO APPLY: Please e-mail a statement of your interest in the position that includes a description of your qualifications and interests, your resume, the number of work study hours you have been approved for, and an unofficial transcript, to Natalie Ban, nban@uvic.ca

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