JOB TITLE: HISP-01 – Document Transcriber/Department Assistant (Hispanic and Italian Studies)

DEPARTMENT NAME: Hispanic and Italian Studies

CONTACT NAME: Dr. Pablo Restrepo-Gautier

JOB DESCRIPTION:

The applicant will transcribe into Word manuscripts and documents related to the Spanish exploration of the Pacific Northwest. In addition, they will assist with various duties in the department such as assisting with posting posters on campus, assisting in managing and updating the Departmental website as well as personal webpages. He/she will also assist in managing outreach platforms such as the Department’s Facebook and Twitter accounts, on-line research, and promotional materials.

QUALIFICATIONS:

Working knowledge of Word, as well as familiarity with web-browsers. Knowledge of Spanish at an advanced level is required.

JOB LOCATION ON-CAMPUS: Clearihue Building, Room B441

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

DEPARTMENT TOP UP: $4.00/hr

HOURS AVAILABLE: 49

HOW TO APPLY: Cover letter and resume in person to Dr. Pablo Restrepo-Gautier, CLE B441

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