WORK STUDY JOB POSTING

JOB TITLE: HIST 1 – ASSISTANT TO THE UNDERGRADUATE COORDINATOR

DEPARTMENT NAME: History

CONTACT NAME: Dr. Jill Walshaw

JOB DESCRIPTION:
The successful applicant will assist Dr. Walshaw (as Undergraduate Coordinator) and Theresa Gallant (the History Department Administrative Officer). Duties will include poster advertising of department events; assistance at recruitment events such as the History Fair (for high school students) and Pro-D days (for high school teachers); assistance at public lecture series such as Café Historique; and helping to update departmental news and events on Facebook and Twitter. Other administrative or public event duties may be assigned as needed.

QUALIFICATIONS:
The ideal candidate for this position will have a positive attitude, be outgoing and interested in public outreach events, and be an enthusiastic spokesperson for the History program. Skill in social media, communications, and presentation/display/design are assets. The scheduling of most tasks will be flexible; however, the successful applicant must be available the 1st Tuesday evening of each month from 5-8pm for Café Historique (at Hermann’s Jazz Club, downtown).

JOB LOCATION ON-CAMPUS: Clearihue Building room B224

WORK STUDY WAGE: $13.50

HOURS AVAILABLE: 40 HOURS

HOW TO APPLY: Please send an email describing your qualifications and interest in the position, and attaching your CV, to jwalshaw@uvic.ca.

Applicants must be eligible for Work Study program. For details go to http://registrar.uvic.ca/safa/workstudy/workstudyindex.html