JOB TITLE: HIST 3 - Project Coordinator, Global South Colloquium

DEPARTMENT NAME: History

CONTACT NAME: Neilesh Bose

JOB DESCRIPTION:

The Project Coordinator of the 2018-19 Global South Colloquium, based in the Department of History, will serve as the administrative point of contact as well as coordinator for visiting lecturers and programs sponsored by the Colloquium during the academic year. The bulk of the activity will include managing the advertising, communications, and documentation of two visiting scholars in Fall 2018, managing a listserv, assisting the execution of two workshops (one in Fall 2018 and one in Spring 2019), documenting and maintaining an archive of the project, ready for review by the end of the academic year. The project coordinator must be available to attend a selected number of evening events, though the bulk of the work on advertising, communications, and archiving may be done remotely off campus.

QUALIFICATIONS:

The ideal candidate will be an upper-level undergraduate or graduate student with experience in administrative and office duties, including composing emails, designing and circulating posters inprint and e-format, managing a listserv and database, conducting and archiving communications with project members, and assistance with hosting visiting scholars. Experience in Microsoft Word, Excel, Power Point, and Publisher is required and basic web skills are recommended. Willingness to learn and adapt to new settings essential for the position.

JOB LOCATION ON-CAMPUS: Department of History, Clearihue B234

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

DEPARTMENT TOP UP: $2/hour

HOURS AVAILABLE: 120 hours

HOW TO APPLY: Submit resumes to Neilesh Bose, nbose@uvic.ca

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