JOBTITLE: HUMS1 - Uni 101 Classroom Assistant (Humanities)

DEPARTMENT NAME: Faculty of Humanities

CONTACT NAME: Becky Cory, Uni 101/102 Program Coordinator

JOB DESCRIPTION: University 101 Classroom Assistant (1 position)

The University 101/102 Program provides free, non-credit humanities and social sciences courses for students who have faced barriers to accessing post-secondary education. The classes run Tuesday and Thursday evenings each week for the duration of the academic term. Primary duties of the Classroom Assistant include preparing for and attending class, ordering program supplies, event planning, designing documents, and relevant administrative tasks.

QUALIFICATIONS:

Undergraduate or graduate students majoring in a Humanities department are preferred. We are looking for people who are dynamic and flexible, and interested in making education more accessible to a wide range of people. Must have proven skills in communications, group facilitation, organizational skills, writing, public speaking, and the use of the internet and office suite. Familiarity with InDesign and Adobe Creative Suite would be beneficial.

JOB LOCATION ON-CAMPUS: University 101/102 Program – Office: Clearihue D124

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

DEPARTMENT TOP-UP: $1.50/hour

HOURS AVAILABLE: 140 hours

HOW TO APPLY:
Please provide a resume and cover letter to Becky Cory, University 101 Program Coordinator and should indicate that this application is for the UNIVERSITY 101 CLASSROOM ASSISTANT POSITION. The cover letter should outline why you are interested in this position and what special experience and/knowledge you bring to it. The resume should list the names of 3 referees. Please e-mail your cover letter and resume to uni101@uvic.ca. Shortlisted candidates will be asked to come in for an interview.

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