**WORK STUDY JOB POSTING**

**JOB TITLE:** HUMS5 - Communications & Research Assistant  
Academic Writing Requirement Program

**DEPARTMENT NAME:** Humanities

**CONTACT NAME:** Erin E. Kelly  
(Adviser, Academic Writing Requirement Program)

**JOB DESCRIPTION:**

The Academic Writing Requirement Program includes courses that fulfill and relate to the university’s Academic Writing Requirement (AWR), including ENGL101, ENGL136, ENGL146, and ENGR 110. More than 4000 UVic students enrolled in these classes in the 2017-2018 academic year. The program adviser for the AWR helps to oversee the delivery and staffing of these courses so that all students benefit from their AWR experience. The adviser seeks a work-study student to assist with the following tasks:

- Gathering and analyzing data related to UVic AWR courses;
- Creating effective documents to communicate to varied audiences information related to individual courses and to the program as a whole.

Students with a strong interest in higher education administration and/or writing pedagogy are strongly encouraged to apply.

**QUALIFICATIONS:**

**Required:**
- Strong research skills
- Excellent communication skills
- Well-developed interpersonal skills
- Professionalism

**Desirable:**
- Experience with human subjects research
- Ability to create and manipulate Excel spreadsheets
- Ability to create graphic representations of complex data
- Interest in higher education, rhetoric and composition, and/or academic administration issues

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
JOB LOCATION ON-CAMPUS: D234 Clearihue Building

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

HOURS AVAILABLE: 100

HOW TO APPLY:

Please send to ekelly@uvic.ca: (1) an email message describing your interest in and qualifications for this position, (2) a recent CV, and (3) a list of two academic and/or professional references.