

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

NON UNION

JOB TITLE: IGOV1 - Special Project Assistant

DEPARTMENT NAME: Indigenous Governance

CONTACT NAME: Shawna McNabb

JOB DESCRIPTION:

The position will also provide general office support to the Indigenous Governance Program. Task will include but not be limited to:

- Research for IGOVs PhD proposal;
- Assist in compiling reports
- Maintain the IGOV meeting/drop-in space so it is accessible and welcoming for students;
- Assist in organizing events;
- Provide support to the program assistant.

QUALIFICATIONS:

- Strong research and writing skills
- Strong interpersonal and organizational skills.
- Strong computer skills with specific emphasis on Word for office
- A strong understanding of Indigenous perspectives, concerns, cultures and protocols.
- Preference will be given to an Indigenous candidate

JOB LOCATION ON-CAMPUS: HSD A260

WORK STUDY WAGE: \$12.00/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$0

HOURS AVAILABLE: 300 (10-14 hours/week) Sept 6, 2017 – April 24, 2018

HOW TO APPLY: Cover letter and resume to:

Melvin Peters
Academic Administrative Officer
Indigenous Governance
PO Box 1700 STN CSC
Victoria BC V8W 2Y2
or
Via Email to: igovao@uvic.ca

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