JOBTITLE: PAOR 2 - Research Assistant

DEPARTMENT NAME: Pacific and Asian Studies

CONTACT NAME: Andrew Marton

JOB DESCRIPTION:
Digitize, catalogue and sort research materials including images, files and other documents;
Search websites and various other media for relevant content;
Literature searches of related academic and other sources;
Preparation of annotated bibliographies, summaries and literature reviews

QUALIFICATIONS:
Minimum third year standing (undergraduate);
Experience using, or ability to learn how to use desk-top scanner and relevant PC software;
Familiarity with searching for academic literature and other materials online and in UVic libraries;
Well organized and able to pay attention to detail;
Ability to follow instructions and work independently with minimal supervision

JOB LOCATION ON-CAMPUS: Clearihue Building Room C-225

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

DEPARTMENT TOP UP: N/A

HOURS AVAILABLE: 31

HOW TO APPLY: application letter and resume to Christine Payne paasadmin@uvic.ca

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