JOB TITLE: SOCW1 - Administrative Assistant- Indigenous Program

DEPARTMENT NAME: SOCW

CONTACT NAME: Melvin Peters

JOB DESCRIPTION:

The Indigenous Circle is seeking a work study position to support the administrative and organizational functions of the Circle. This position will assist in supporting programs with First Nations, Métis and Inuit students, as well as those who want to specialize in working with Indigenous communities.

The role of the position will be to assist in various projects for the Circle, these may include but not be limited to…

- Updating the Indigenous focused bulletin boards in the School;
- Supporting instructors in their review of curriculum;
- Assist in organizing Indigenous events;
- Support communications with Indigenous students (on campus and distance);
- Assist in organizing meetings, workshops and gatherings;
- Assist in compiling meeting agendas and recording minutes;
- Assist in keeping the gift cabinet stocked, ordering supplies, etc;
- Keeping the Indigenous space organized;
- Assist in drafting letters, filing correspondence, etc.

QUALIFICATIONS:

We are seeking to attract a student with a willingness to take on various initiatives and with rich and diverse skills. These include:

- A high level of interpersonal skills;
- An understanding of Indigenous perspectives, concerns and ways of being;
- Skilled in Microsoft Office;
- Organizational skills and clarity in record keeping;
- Understanding of anti-oppressive and Indigenous ways of working;
- The ability to create presentable documents for circulation (e.g. letters, briefs, memos, cards and letters of appreciation);
- An understanding of local Indigenous protocols would be an asset.
- Experience with curriculum design would be an asset

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