JOB TITLE: SOCW2 - Special Projects Assistant

DEPARTMENT NAME: SOCW

CONTACT NAME: Melvin Peters

JOB DESCRIPTION:

The School of Social Work is seeking a work study position to support a number of special projects in the School. These will likely include but not be limited to:

- Assisting the organization of events for students, alumni and practicum agencies;
- Assisting the organization of a School Forum(s) bringing together a broad constituency of people who have an interest in the School of Social Work;
- Research support to the equity initiatives;
- Creation of a power point document for presentation at convocation;
- Updating various school bulletin boards;
- Assisting in activities with respect to the upcoming accreditation of the School.

QUALIFICATIONS:

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

- Strong interpersonal skills;
- Experience with event and/or meeting planning;
- Research and problem solving skills;
- Strong skills in using Microsoft Office Suite;
- Attention to detail;
- Basic understanding of social work, social justice and social work education would be an asset.

JOB LOCATION ON-CAMPUS: HSD B302

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

DEPARTMENT TOP UP: 0

HOURS AVAILABLE: 150 (5-7 hours a week) Sept 05, 2018 – Apr 27, 2019
Start: ASAP

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

Resume and Cover letter to:

Melvin Peters  
Academic Administrative Officer  
School of Social Work  
PO Box 1700 STN CSC  
Victoria BC V8W 2Y2

Or

Via Email to: socwaaao@uvic.ca