

WORK STUDY JOB POSTING

JOB TITLE: UVSS_NSUN1 - Resource Coordinator
University of Victoria's Native Students' Union (NSU)

DEPARTMENT NAME: University of Victoria Students' Society - NSU

CONTACT NAME: Yvonne Houssin

JOB DESCRIPTION:

The resource coordinator will:

- work at the NSU room in the SUB building
- maintain and update the NSU website, as well as social media sites
- perform basic office administrative tasks
- assist the Office Coordinator
- assist in coordination and promotion of social, cultural and academic events
- take an active role in planning, attending, and carrying out NSU events
- attend council meetings

QUALIFICATIONS:

The NSU is seeking students with:

- good organizational skills
- understanding of and commitment to Indigenous cultures, issues and protocols
- knowledge of local and university resources
- self-sufficient and community minded

In accordance with the University of Victoria Guidelines on Preferential or Limited Hiring under Designated Groups (1.1. Designated Group. Designated group members, as defined in the Employment Equity Act and Federal Contractors Program, are those who are aboriginal peoples, members of visible minorities, persons with disabilities, or women), preference in hiring will be given to students of Indigenous ancestry.

JOB LOCATION ON-CAMPUS: Student Union Building, room B023

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

DEPARTMENT TOP UP: \$ 3.00

HOURS AVAILABLE: 340 (possible job share)

HOW TO APPLY: Please email cover letter and resume to nsu@uvicnsu.ca

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