

## **WORK STUDY JOB POSTING**

For HR/CUPE 951 USE ONLY

CUPE

**JOB TITLE:** VPAC1—Administrative Assistant to the Chair of the Academic Women’s Caucus (Vice-President Academic) 2017-2018

**DEPARTMENT NAME:** Vice-President Academic

**CONTACT NAME:** Ana Maria Peredo

### **JOB DESCRIPTION:**

The job entails serving as assistant to the Chair of the Academic Women’s Caucus (AWC). Working with the AWC Chair, the successful candidate will assist with a variety of activities. These may include maintaining the AWC WordPress website; blog, organizing receptions, lectures and workshops; interviewing individuals and preparing materials for the AWC newsletter and blog; researching diversity and equity issues; taking notes at meetings; and other tasks as needed.

### **QUALIFICATIONS:**

Qualifications include strong organizational capabilities, writing skills, and interpersonal skills. An interest in the mandate of the AWC would be an asset. Working knowledge of WordPress is helpful but not necessary; a willingness to learn it is essential. Students in upper years and from all disciplines are invited to apply.

**JOB LOCATION ON-CAMPUS:** Environmental Studies DTB Blg 225

**WORK STUDY WAGE:** \$12.00 including 4% vacation pay

**HOURS AVAILABLE:** 171

**HOW TO APPLY:** Please apply by e-mail with a c.v. and a cover letter to Ana Maria Peredo, School of Environmental Studies: e-mail [aperedo@uvic.ca](mailto:aperedo@uvic.ca)

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