2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS Administration and Campaigning Assistant

DEPARTMENT NAME: UVic Students’ Society, Sustainability Project

CONTACT NAME: Emma-Jane Burian

JOB DESCRIPTION:

The administrative and marketing assistant will:

• Work collectively and independently with the guidance of the UVSP Board of Directors and UVSP Supervisor
• Coordinate and collaborate with UVSP on multiple ongoing sustainable projects and initiatives
• Assist with events, poster-designs, campaigns, and Social Media
• Assist with campaigning the university for more sustainable practices
• Assist in planning events and workshops
• Assist with administrative paperwork
• Assist with general finances, budgeting, and board meetings
• Recruit, organize, and engage volunteers for UVSP projects and events
• When relevant, represent UVSP at events (e.g. clubs days, sustainability events)

BRIEF OVERVIEW OF ORGANIZATION: UVSP is an accessible and inclusive student/community-organized group dedicated to educating, empowering, and campaigning for sustainable initiatives in order to build a healthier campus community – taking account the three pillars of sustainability: the environment, social governance, and economic stability. Some of our areas of focus include:

• Food Waste and Food Security
• Promoting a multitude of Sustainable systems on campus
• Supporting Indigenous Sovereignty
• Supporting Decolonization and anti-racism work

Vision: An engaging, ecologic, social, and economic sustainable campus community
Mission: Catalyzing and fostering leadership in sustainable ideas, projects, and action!

QUALIFICATIONS:

• A passion for sustainability and a desire to make an impact
• Value alignment with: integrity, respect, responsibility, ethics, kindness, and generosity

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
• Ability to organize, prioritize, and follow through with planned tasks
• Work well in a multi-purpose office setting, and be flexible with work styles and hours
• Proficient at MS office and cloud systems
• Ability to self-advocate and speak up
• Ability to communicate both online and in-person
• Must be willing to learn
• Be opened to changing environments

JOB LOCATION ON-CAMPUS: Student Union Building, Room B020

WORK STUDY WAGE: $16.00/hour (including 4% vacation pay)

HOURS AVAILABLE: 46 (multiple positions available)

HOW TO APPLY: Drop a UVSS job application, resume, and cover letter off at the UVSP/CCG office, located in the Student Union Building, room B020 or send it by email sustainability@uvic.ca.

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