

**Centre for Indigenous Research and Community-Led Engagement (CIRCLE),  
University of Victoria**

**ADMINISTRATIVE COORDINATOR POSITION**

The Centre for Indigenous Research and Community-Led Engagement (CIRCLE), University of Victoria is seeking an Administrative Coordinator to ensure the efficient day-to-day operation of the Centre, work with other staff and faculty and support the Director. The successful candidate will perform a number of functions related to reception, clerical, communications, grant writing and project support.

This is a part-time, one-year position with the possibility of renewal. Application deadline is September 9<sup>th</sup> 2018 at Midnight. Please email a cover letter and resume to the email address below.

**Qualifications**

***Education***

- Undergraduate degree (*minimum*)
- Preference will be given to applicants with experience in research and grant writing
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***Knowledge, skills and abilities***

- Proficiency in the use of computer programs for:
  - Word processing
  - Databases
  - Adobe Acrobat Pro and Adobe Spark or Adobe InDesign
  - Outlook
  - Website maintenance skills is an asset
  - Basic bookkeeping is an asset
  - UVIC administrative experience is an asset
- Proficiency in the use of office equipment (computer, fax, scanner)

***Experience***

- 1-3 years experience in an office setting
- Experience working in Indigenous contexts
- Experience working in a research or university environment is an asset

***Remuneration***

Part time position: \$20,000 - \$25,000/ year – depending on qualifications.

Preference will be given to Indigenous candidates.

**Please email a cover letter and resume to:**

Heidi Kiiwetinepinesiik Stark

Director, Centre for Indigenous Research and Community-Led Engagement

[circle@uvic.ca](mailto:circle@uvic.ca)