

CFGS Events and Administrative Assistant

The Centre for Global Studies (CFGS) at the University of Victoria is seeking a part-time (25 hours per week with opportunity for extra hours) highly organized and motivated Events and Administrative Assistant.

About the Centre:

The Centre for Global Studies (CFGS) fosters research, reflection and action on complex issues of local, national and global importance. Located on the University of Victoria's stunning campus, it is a collaborative community of scholars and leaders that is uniquely positioned to bridge academic research with innovative knowledge mobilization and effective community engagement. As a truly interdisciplinary research centre exploring global and Indigenous perspectives, CFGS fosters exploration, discussion and collaboration in new and unexpected ways. The CFGS is not just a research centre, it's an international community, purposefully designed to foster exchanges that lead to collaboration and innovation.

About the Position:

This initial 1-year term position requires the successful applicant to be an active member of the CFGS community and help with the organization of our weekly "Global Talks Series" where these scholars share their research. In addition, the candidate will assist with other regular events such as workshops, meetings, presentations, and provide general Centre administrative support as needed. We are looking for someone excited to be a part of this team.

Job Duties and Responsibilities:

Roughly, two-thirds of the position will involve event planning and support; the remaining one-third will be focussed on general administrative support. In particular, the successful candidate will assist with the logistics, communications, and promotion of both the weekly Global Talks Series and our regular public events—see calendar at www.globalcentres.org for details.

Events (including, Global Talks, Discussion Groups, Global Currents Series) 40%

- Support event planning and execution (e.g.: engaging speakers, managing logistics, ordering and managing audio-visual, and working within budgets);
- Promote events to email lists, newsletter, social media, and CFGS event calendars, as appropriate;
- Create Zoom events and webinars, manage panellists and participants, upload PPTs as needed, and monitor session technology.

Communications and general project support: 20%

- Assist with content of weekly newsletter Mailchimp, social media, large-scale mail-outs of annual report, outreach on events/meetings;
- Assist with updating Centre website (updates contacts, faculty directories, promotes news & events postings);
- Assist with social media and communications platforms (Facebook, Twitter, Mailchimp, LinkedIn).

Administrative support: 30%

- Provide first point of contact for visitors to the Centre and answer general telephone and in-person enquiries as well receive the general office email;
- Maintain Centre bulletin boards and general postings, and email general announcements and office advisories to faculty and staff, as appropriate;

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- Assists the Operations Director in assigning tasks and monitoring performance of work study and other student and temporary workers (eg interns).
- Update staff contact lists, email distribution lists, and UVic online Directory;
- Request routine maintenance and repair of office equipment;
- Order office supplies;
- Submit FMIS requests for routine building maintenance and repairs, and collection of surplus equipment;
- Generates web requisitions, cheque requisitions, invoices, deposit slips and travel reimbursements, etc. as required;
- Assign photocopy codes and produce tracking reports on copier usage;
- Schedule meetings and take minutes;
- Provide support to Centre staff;
- Assist with travel claim forms;
- Reconciling Chrome River;
- Other similar administrative duties, as required.

Fellowship Program Assistance 10%

- Reviews incoming fellowship applications to ensure applications are complete; oversees administration of fellowship adjudication procedures;
- Prepares information packages and provides orientation for incoming fellows;
- Assists Fellows with basic computer and office equipment needs.

Experience and skills required:

- One year of customer service experience, related work experience in a comparable position and experience using related office computer programs and equipment;
- One year of experience supporting the coordination of events in a similar position;
- Experience with Zoom and other webinar platforms;
- Exceptional organizational skills;
- Experience with organizing meetings and conferences;
- Excellent verbal and written communications skills and ability to communicate to a variety of audiences;
- Competence with Microsoft office software (Excel, Word, PowerPoint);
- Self-motivated and able to work both independently and as part of a team;
- Strong interpersonal communication skills;
- Teamwork and positive attitude is essential.

Experience and skills recommended:

- Knowledge of the UVic systems (FMIS, Cascade, Connect, FAST, Teams) an asset;
- Demonstrated interest in global studies an asset.
- Post-secondary degree considered an asset.

Supervision and mentoring:

This position will be supervised by the Operations Director & Research Co-ordinator of the Centre for Global Studies, Jodie Walsh. Overall direction of the Centre is led by our Centre's Director, Oliver Schmidtke. Please see our website for details of our full team:

www.globalcentres.org.

Remuneration: \$25.00 per hour + competitive benefits package + holidays.

Deadline for applications is **midnight, October 17th, 2023**. Please email resume and cover letter to Jennifer Swift (jswift@uvic.ca) with the subject heading, "CFGs Events and Administrative Assistant."