



UNIVERSITY OF VICTORIA
OFFICE ASSISTANT - CHAIR IN TRANSGENDER STUDIES
POSITION DESCRIPTION



| | |
|--|--|
| JOB: Office Assistant | TITLE: Office Assistant |
| DEPARTMENT: Chair in Transgender Studies | |
| SUPERVISOR: Aaron Devor & Jaye Watts | LAST UPDATED: April 25, 2025 |
| TERM PERIOD: June 1, 2025 (includes probationary period) HOURS: part time | SALARY: Starting at \$23.00 per hour |
| <p>SUMMARY:</p> <p>The Chair in Transgender Studies is a research and community outreach office dedicated to community-building and to fostering and sharing scholarship by and about Trans+ people. We are committed to building and communicating solid reliable information about the real world that can be used in building better policies and laws, driving social change, and improving the well-being of Trans+ people. We build community and individual well-being by facilitating arts, cultural, and social activities of interest to Trans+ people and their allies. The Transgender Archives is an integral part of the Chair; it actively acquires documents, rare publications, and memorabilia of persons and organizations who have worked for the betterment of Trans+ people. The Chair's activities include organizing biennial international, interdisciplinary, and intergenerational Moving Trans History Forward conferences.</p> <p>Serving the Chair in Transgender Studies, and reporting to the Administrative Assistant (AA), this Office Assistant position is responsible for supporting the office of the Chair in executing the day-to-day coordination, administration, communication, marketing, and support for general office and financial activities. This position supports the Chair's community outreach and development efforts by assisting with communication with internal and external stakeholders, assisting in the project management of a variety of local and international events, and by serving as a creative support for marketing, advertising, and video production. This position assists with the administration of multiple Chair-related websites, and assists in the development of on-brand, cross-platform, and coordinated social media strategies that effectively promote, enhance, and publicize Chair activities.</p> <p>The position requires interpersonal, analytical and problem solving skills, including tact and sensitivity. It also requires self-motivation, enthusiasm, flexibility, moderate physical capability, and a willingness to work special events outside of normal working hours.</p> <p>Under the direction of the AA, this position may provide support for some of the Chair's research projects. The position assists with administration, training, and supervision of community researchers, Work Study students, and international interns. While the position works collegially and collaboratively with the Chair and AA, this position largely works independently with limited supervision.</p> <p>Under the direction of the Chair, AA, and the Director of Special Collections & University Archivist, the Office Assistant position supports the Transgender Archives by assisting in the development of collection finding aids, and aiding in the identification, organization, and selection of physical and digital materials from the Archives for Chair activities. The position assists with local and international visiting scholars.</p> <p>The Office Assistant position requires fluency and proficiency in Microsoft Office products. Ability to use, or willingness and ability to learn, Cascade, Brightspace, WordPress, and all popular social media platforms (X, Facebook, YouTube, Instagram, Flickr, Bluesky, LinkedIn).</p> | |

MAJOR RESPONSIBILITIES, DUTIES, and % OF TIME:**1. Responsibility: Assists in Administration, Communication/Marketing, Fundraising (50%)**

Under direction of the Chair and AA, assist in the administration, communication/marketing and fundraising strategies and research of the Chair in Transgender Studies.

Duties:

- Gather information as required and assist with preparation of correspondence, reports, responses to queries, and refer to appropriate faculty/staff and external partners as needed.
- Take detailed minutes and assist in follow-up actions where appropriate for meetings and Chair-related committees.
- Assist in reviewing and coordinating updates to internal and external mailing lists, databases, filing systems, and other confidential and sensitive information.
- Help anticipate and plan for cyclical work demands.
- Assist in supply orders, maintaining equipment, and managing purchasing. Recommend changes to administrative procedures and processes as needed.
- Assist the Chair's fundraising efforts by researching potential donors and assisting in donor relation tasks appropriate for this position.
- Assist in drafting and submitting grant applications.
- Assist with the preparation and management of the budget.
- Assist in providing administration of applications and forms related to Chair scholarships and awards.
- Assist in completing forms and tasks related to the financial duties of the Chair, which includes supporting the AA in completing and submitting forms to Accounting Services (e.g. the processing of invoices, cheque requisitions, travel claims, payments, honoraria, and contracts).
- Assist in the administration of Chair related websites, including The Chair in Transgender Studies, The Transgender Archives, Moving Trans History Forward, and related sites.
- Assist the AA in executing the Chair's digital communication strategies and generating website content.
- Assist in the coordination and production of content for the Chair's social media accounts. Assist in monitoring all social media and other websites for mention of the Chair and its activities and programming.
- Assist in coordinating with UVic Communications + Marketing to develop diverse, on-brand, and coordinated communication strategies that effectively engage the Chair's communities and stakeholders.
- Assist in coordinating with UVic Media Relations to manage media requests and releases related to Chair events and programming.
- Assist in providing information about the Chair at public presentations and conferences when appropriate.
- Assist in managing Chair-related email accounts and process queries appropriately.
- Assist with visitors, research, and teaching queries to the Transgender Archives.
- Professionally greet and direct visitors and guests of the Chair and Transgender Archives.
- Support the AA in training and mentoring student assistants, Work-Study students, and community researcher assistants.
- Maintain interpersonal and analytical skills, including a high level of tact and sensitivity.
- Other related duties as required.

2. Responsibility: Assists in Events and Project Management (20%)

Assist in the coordinating a wide range of events and projects for the Chair in Transgender Studies.

Duties:

- Assist the AA in the coordination of Chair events, from local outreach events to large international conferences, by working with both internal and external stakeholders and partners.
- Assist in coordinating with facility management issues such as booking venues, catering services, transport services, and liaising with security and promotional/media agencies.
- Assist in coordinating and training volunteers prior to events, providing on-site set-up/tear-down coordination, and overseeing events.
- Assist in coordinating with internal and external partners in preparing and distributing promotional posters, brochures, publications, and press releases.
- Assist in investigating strategic partnerships with both internal and external partners regarding the work of the Chair.
- Perform physical tasks as required, including substantial lifting, moving, and manipulation of heavy objects.

3. Responsibility: Archival Support (20%)

Under the direction of the Chair, AA, and University Archivist, assist in the development of collection finding aids, and aiding in the identification, organization, and selection of physical and digital materials from the Archives for Chair activities.

Duties:

- Locate and retrieve printed and archival materials from the Special Collections & University Archives.
- Search and identify materials in unit and library databases and various hard-copy and electronic finding aids.
- Provide photocopying and scanning services.
- Assist with archival events and exhibits, as directed.
- Assist with reorganizing items, creating inventories, and placing them into appropriate physical housing, as directed.
- Assist with undertaking preventative conservation, e.g. re-housing archival material in acid free folders and plastic.
- Assist with tasks related to the digitization of archival and library materials, including the gathering of material metadata.
- Assist with preparing lists of archival materials and print donations.
- Assist in the generation of social media content related to archival materials, descriptions, and locations.
- Assist with tasks related to maintaining archival finding aids.
- Assist in providing introductory archival instruction for visitors to the Transgender Archives.

4. Responsibility: Assists in Research (10%)

Provide research, grant, and instructional support for the Chair in Transgender Studies.

Duties:

- Where appropriate, assist in the Chair's research by performing introductory tasks such as gathering research materials.
- Assist the Chair by researching grant policies, requirements, processes, regulations, resources and tools.
- Assist with the preparation of research grant applications, including collecting/collating relevant application information, providing support in developing budgets, writing and editing proposals.

REQUIRED QUALIFICATIONS:

Administrative & Technical Skills:

- Strong administrative, record keeping, organizational, communication, and computer skills.
- Proficiency in Microsoft Office (especially Word and Excel). Ability to use, or willingness and ability to learn, Cascade, Brightspace, WordPress and other social media platforms (X, Facebook, YouTube, Instagram, Flickr, Bluesky, LinkedIn).
- Some practical knowledge in computer hardware and software, web design, social media, and content management.
- Basic skills in photo/video/audio production and editing.
- Demonstrated willingness and capacity to develop and learn new systems and procedures.

Communication & Interpersonal Skills:

- Ability to communicate effectively, verbally and in writing, with community, faculty, staff, donors, and senior stakeholders.
- Excellent interpersonal skills, including diplomacy and tact.
- Positive attitude, pleasant demeanor, and collegial work ethic.
- Ability to handle difficult situations with tact and diplomacy and demonstrate sensitivity to diversity and inclusion.
- Familiarity regarding Trans+ people and communities.

Personal Attributes & Work Ethic:

- Ability to work effectively with minimal supervision, and as an effective team member.
- Punctuality and effective time management, analytical/problem-solving skills, good judgment, attention to detail and accuracy, and ability to multi-task in a fast-paced environment.
- Ability to work in flexible and diverse team settings in a large, complex organization.
- Willingness to work outside of normal business hours for special events.

Physical Requirements:

- Physical capacity to lift, move, and manipulate moderate objects.

DESIRED QUALIFICATIONS:

- Bachelor's degree in a relevant field.
- Knowledge of the University of Victoria's campus and organizational structure.
- Experience working with Trans+ people and communities.
- Identifies as Trans+.