2026/2027 WORK STUDY PROGRAM - JOB POSTING

Before applying for a Work Study funded job, students must apply for eligibility to participate in the program. Please visit our website for instructions.

JOB TITLE: Alumni Career Educator Assistant, Career Insights Program

DEPARTMENT NAME: Alumni Relations

CONTACT NAME: Kerry Vaughan, Alumni Career Educator

JOB DESCRIPTION:

The Career Insights Program supports alumni through providing opportunities for informational interviews for career exploration. The program supports the planning and delivery of a short format mentorship experience that connects established alumni with recent graduates. The Work Study student will assist with program coordination, communication and evaluation. Duties will be selected based on teh student's interests and skill development goals, witha focus on building trabsferrable professional experience.
Project areas:
Assist with outreach emails, building lists of potential mentors using alumni relations resources
Monitor incoming applications, send confirmation and followup emails and enter particpant information into an Excel doc

Extract key information from participant submissions, organize profiles by interest or industry and prepare brief summaries to support matching
Support the collection of short testimonials and draft brief success stories to use for program promotion
Update particpant status and maintain program data

Other duties as assigned

QUALIFICATIONS:

Strong written and oral communication skills
Attention to details and comfortable workingwith Excel/Google Sheets
Ability to work independently, role is in person working directly with supervisor

JOB LOCATION ON-CAMPUS: remote ☐ on campus ☑ hybrid ☐

HOW TO APPLY:

Submit resume and cover letter to:
Kerry Vaughan
Alumni Career Educator
kerrysvaughan@uvic.ca