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: ALUM 2 - Alumni Engagement Assistant

DEPARTMENT NAME: UVic Alumni Relations

CONTACT NAME: Erica Youds

JOB DESCRIPTION:

Looking for a student role where you'll build real-world experience in communications, events and data? The UVic Alumni Relations office is seeking a detail-oriented and motivated Alumni Engagement Assistant to support the successful implementation of alumni programs, communications and events for 160,000+ alumni worldwide.

This role will contribute to building meaningful connections with UVic alumni through assisting in the coordination of alumni events and programs; supporting the development and execution of alumni communications; and completing program-related data entry. The Alumni Engagement Assistant will work closely and collaborate with members across the Alumni Relations team on a variety of projects and initiatives.

What you'll gain:
- Practical experience in event planning, communications and alumni relations
- Exposure to data management and reporting in a professional setting
- Opportunities to collaborate with a supportive and experienced team
- Insight into careers in advancement, communications and non-profit work

QUALIFICATIONS:

We're looking for someone who is:
- Highly detail-oriented and takes pride in accuracy
- A strong writer, able to communicate clearly and professionally
- Organized, reliable and able to manage multiple tasks
- Comfortable working with Excel/spreadsheets and interested in data
- Curious about relationship-building, communications and events
- Friendly and professional, with a strong customer service mindset

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

HOW TO APPLY:

Please submit a resume and cover letter to:
Erica Youds
UVic Alumni Relations
ely@uvic.ca