

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** CAPI 1 - International Internship Program Assistant (CUPE)

**DEPARTMENT NAME:** Centre for Asia-Pacific Initiatives

**CONTACT NAME:** Robyn Fila

#### **JOB DESCRIPTION:**

Since 2003, CAPI has been working closely with partner organizations across the Asia-Pacific to offer international internship placements to UVic students. CAPI's current program is working with partners in Malaysia, Thailand, Indonesia and Japan. The Internship Program Assistant will support various project components including communicating with current and past interns, coordinating intern events on campus, supporting the program's pre-departure and reintegration sessions, program reporting and supporting components of the project's social media and online activities such as blogs and podcasts.

The successful candidate should be able to dedicate approximately 12 to 14 hours per week to this position on an ongoing basis (with flexibility to work more hours prior to, and during events) and should take a keen interest in CAPI's ongoing activities, initiatives and events.

#### **QUALIFICATIONS:**

- Excellent communication skills (written and oral)
- Knowledge of and experience with social media platforms and web platforms
- Interest in the Asia-