

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: CSRS 1 – Events and Research Assistant

DEPARTMENT NAME: Centre for Studies in Religion and Society

CONTACT NAME: Rachel Brown (Program and Research Coordinator)

JOB DESCRIPTION:

The CSRS requires a creative and self-directed individual to assist with all aspects of running Tw nts of CSRS lectures/events and with supporting- development projects, and a research assistant (researcher), setup/take attendance, and similar related duties (counting the number of attendees);

- upload digital audio files to the SoundCloud site and/or upload digital video files to Vimeo weekly;
- assist staff and other work study students with digital communications work when producing and editing social media content, updating the CSRS website,
- provide research support on CSRS research projects, including but not limited to, proofreading, formatting bibliographies and other editorial tasks;- based content management systems such as YouTube, SoundCloud and Vimeo and to transfer to other staff (e.g. email, website, social media, etc.). The position requires the work-study student to be responsive, punctual, a creative problem-solver, and able to work cordially and professionally with staff, faculty, and other students and lecturers.

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

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