

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: DEVT 3 – Annual Giving Campus Community Assistant (CUPE)

DEPARTMENT NAME: Development

CONTACT NAME: Cortney Baldwin, Annual Giving Officer

JOB DESCRIPTION:

Want to work in a fast-paced environment where you can learn a variety of professional skills, interact with many different areas on campus, and work with people passionate about making the world a better place? Come work with the Annual Giving office at UVic, where we raise money to support students as they achieve their post-secondary education. The Annual Giving Campus Community Assistant will support the Annual Giving Officer – Campus Community with administrative tasks associated with raising funds to support students, and building a culture of philanthropy on campus, which include:

- Maintain and edit Student Fundraising modules on Brightspace
- Enter data and update constituent information in the Alumni and Development database (Raiser's Edge)
- Write email drafts, respond to basic queries, and schedule meetings
- Support the set-up, execution, and take-down of events on campus such as Stocktober, Vikes Championship Breakfast, Giving Tuesday, Vikes Giving Day, and Student Thank-a-thon
- Assist with fundraising appeals, e.g. editing mailing lists, proofreading, executing mail merges, printing, and envelope stuffing
- Occasionally research practices at other universities, e.g. website content of other Alumni and Development offices
- Participate in the organization of supplies related to the Campus Community portfolio
- Other duties as directed and agreed upon

QUALIFICATIONS:

- Organized, reliable, and professional
- Proficient in MS Excel and MS Word
- Excellent editing and proof-reading skills
- Attention to detail

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>

JOB LOCATION ON-CAMPUS: Alumni House, Ian Stewart Complex, Room 286 (3964 Gordon Head Rd)

WORK STUDY WAGE: \$18.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$3.50/hour (plus 4% vacation pay)

HOURS AVAILABLE: 125

HOW TO APPLY: Email Cover Letter and Resume to givingofficer@uvic.ca

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