

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: IACE 1 - Indigenous Student Events Assistant (CUPE)

DEPARTMENT NAME: Office of Indigenous Academic and Community Engagement

CONTACT NAME: Mary McCue

JOB DESCRIPTION:

The Indigenous Student Events Assistant will assist the Office of Indigenous Academic and Community Engagement in the planning, coordination, and implementation Indigenous student on-campus and virtual initiatives. The Winter semester may also be a combination of on-campus events and virtual events to make activities accessible to online students. Below is are examples of events:

- Week of Welcome events
- Weekly noon networking lunches
- Indigenous focus and diverse cultural activities
- Workshops and special student events
- Collect statistical data on event participation rates for reporting purposes
- Promote events on a centralized event calendar
- Organize and assist with the development of student educational opportunities and community-building initiatives (inviting various UVic student and ancillary services to host lunch events)

organizations to assist with
eve10.5 (nt)8002 Tw -12.s

- General office support and other duties as required

QUALIFICATIONS:

- Awareness of UVic's Indigenous student programs, services and overall student community
- Experience in planning and coordinating events/activities
- Ability to prioritize multiple tasks and work independently
- Self-motivated and able to take initiative
- Exceptional written, oral, and interpersonal communication skills

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: On Campus and possibly Virtual

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