

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: LAWF 8– Alumni Profile Project Coordinator

DEPARTMENT NAME: Faculty of Law

CONTACT NAME: Katie McGroarty, Communications Officer

JOB DESCRIPTION:

Provide support in administration and creation of UVic Law alumni profiles, a project intended to commemorate the legacy of our alumni and help celebrate UVic Law's 50th anniversary (2025-2026). This position will be expected to contribute in a variety of different areas, including supporting project management, researching prominent alumni, conducting alumni interviews, writing and editing materials for alumni profiles and collecting photographs.

QUALIFICATIONS:

Undergraduate student in law. Ability to write concise, compelling background documents and alumni