

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** PRES 1 - Sustainable Development Goals Asset Analyst / Assistant

**DEPARTMENT NAME:** CIFAL Victoria (PRES)

**CONTACT NAME:** Nicole Bates-Eamer, Associate Director CIFAL Victoria

#### JOB DESCRIPTION:

This project is being led by CIFAL Victoria, a joint initiative of the United Nations Institute for Training and Research (UNITAR) and the University of Victoria since 2022. [CIFAL Victoria](#) provides UN accredited training and research to advance the implementation of the United Nations Sustainable Development Goals (SDGs), especially those pertaining to global health and wellbeing; decolonization and Indigenous Knowledges; innovation and entrepreneurship; and oceans, climate and sustainability.

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>

**Experience and knowledge requirement:**

- Minimum 1 year of experience working with qualitative/quantitative databases
- Medium to advanced knowledge of Microsoft Excel
- Experience managing data, both qualitative and quantitative
- Demonstrated proficiency in data collection, validation, analysis, visualization.
- A proven ability to work successfully with a wide range of faculty, students and staff
- Ability to work both independently and in a team environment
- Excellent interpersonal, problem-solving and organizational skills
- Ability to work and deliver in intensive short terms with fixed deadlines

**Assets:**

- Knowledge (or willingness to learn) about data visualization tools (e.g. Tableau or Power BI)
- Knowledge in Survey Monkey or other online survey software
- Knowledge about the United Nations Sustainable Development Goals
- Experience in similar projects

**JOB LOCATION ON-CAMPUS:** on-campus, off-campus, or hybrid

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

**DEPARTMENT TOP UP:** \$6.00/hour (plus 4% vacation pay) for undergraduates  
top up to \$31.80/hour for graduate students

**HOURS AVAILABLE:** 200 hours

**HOW TO APPLY:** Interested applicants are invited to submit their resume and cover letter in .pdf to the [Associate Director](#) with “SDG Workstudy” in the subject line. We thank you for your interest, but only short-listed candidates will be contacted.