

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: BUDG 1 - Sustainability Research Assistant (CUPE)
Inventory & Tracking

DEPARTMENT NAME: BUDGET: Office of Campus Planning and Sustainability

CONTACT NAME: Kylie Hissa

JOB DESCRIPTION:

The Office of Campus Planning and Sustainability (OCPS) is seeking a student to assist with project and research initiatives and coordination. They will be responsible for supporting data collection, research, and analysis necessary for tracking and reporting under the Climate and Sustainability Action Plan (CSAP), Sustainability Tracking and Rating System (STARS), and UVic's annual Greenhouse Gas Emissions Inventory. The candidate will work with data and research tools, support the development of tracking metrics, and associated operational procedures, engage with key campus stakeholders, and provide office administrative support as required.

Specifically:

- Assist the Office of Campus Planning and Sustainability with quantitative and qualitative data collection, analysis, and reporting, including designing surveys, cleaning and analyzing data, presenting results, preparing inventories and associated procedures.
- Conduct secondary research to determine best practices across institutions.
- Contribute to projects and programs that require continuous input from multiple stakeholders (i.e. Facilities Management, University Food Services).
- Examples of work the candidate may help support include (but not limited to):
 - Sustainable Food & Beverage Inventory
 - Collaborate with campus partners to develop a comprehensive system for tracking food and beverage purchases.
 - Collect and analyze data on food and beverage procurement.
 - Ensure accurate documentation and reporting of purchasing information.
 - Green Building Inventory
 - Complete an inventory documenting UVic's existing buildings and their green building certifications.
 - Sustainability Engagement & Partnerships Inventory.
 - Assist with tracking and documenting networks and partnerships.
 - Establish standardized template for future reporting, campus wide.

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>

- STARS Inventory and Transition to 3.0:
 - Summarize and tag relevant data to ensure accurate and efficient reporting for future reports.
 - Support the transition to the STARS 3.0 framework by updating and maintaining inventory records.
- Food Recovery Program Research.

QUALIFICATIONS:

- Demonstrated research, project coordination and management skills (e.g., defining project scope, coordinating meetings, reporting progress, etc.)
- Experience in research-related tasks (e.g., collecting, analyzing, and reporting data, pivot tables and excel proficiency)
- Technical Skills – Microsoft office (Word, Excel, PowerPoint, Outlook, Forms, Teams), Survey Monkey or similar, (PowerBI/Tableau or equivalent is asset)
- Good communicator and team player and can work independently.
- Commitment to justice, equity, and external communications across diverse groups.
- Demonstrated knowledge of sustainability and climate initiatives in course work, volunteer work, or paid positions.
- Experience and willingness to collaborate with students, staff, and faculty.
- Previous knowledge/experience with sustainability reporting systems, waste reduction initiatives and engagement campaigns are an asset.
- Availability to work occasionally on weekends or evenings, as needed.

JOB LOCATION ON-CAMPUS: Combination of on-campus (various areas on campus; Michael Williams Building B260,) and remote work

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

DEPARTMENT TOP UP: \$2.00/hour

HOURS AVAILABLE: 200 hours

HOW TO APPLY: Cover Letter and Resume via email to:
 Kylie Hissa
 Manager, Sustainability
 Office of Campus Planning & Sustainability
khissa@uvic.ca

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