

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: CARD 1 - Campus Community Poster Board Monitor 1 (CUPE)

DEPARTMENT NAME: ONECARD – Campus Engagement

CONTACT NAME: Leanne Kent

JOB DESCRIPTION:

The purpose of this position is to assist in maintaining the beauty of the University of Victoria campus and contribute to a sense of campus community by enhancing awareness of campus-based and local events. There are approximately 100 boards as well as the outside space where Banners are posted that need to be maintained. This position works along with Position #2, the Campus is divided between the 2 positions. The hours of work are very flexible but must be performed on a regular weekly basis. Poster removal will need to be done a minimum of twice per week and requests to put up posters are typically expected to be completed within two business days of the initial request. All departments that request posters to be distributed go through the UVic ONECard office and are authorized under the UVic Poster & Banner Policy.

QUALIFICATIONS:

- Eligible for a Work Study Position
- Flexible, able to work independently, and effective at communicating in a timely manner
- Able to represent UVic in a mature and supportive manner
- Willing and able to go through out campus to maintain the general boards performing physical and repetitive tasks (i.e. removing posters using a staple remover, visually scanning boards for expired/not approved posters)
- Willing and able to occasionally work outdoors (i.e. removal of banners/posters from outside walls, poles and lockers etc.)

JOB LOCATION ON-CAMPUS:

The physical job is within UVic buildings & outside building locations

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

DEPARTMENT TOP UP: \$2/hour (plus 4% vacation pay)

HOURS AVAILABLE: 44

HOW TO APPLY:

Please send your resume and cover letter: bookfinance@uvic.ca I will respond only to those short listed for the position

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>