

**2024/2025 WORK STUDY PROGRAM
JOB POSTING**

JOB TITLE: CFAL 2 – Operations Assistant
Learning Assistance Program

DEPARTMENT NAME: Centre for Accessible Learning (CFAL)

CONTACT NAME: Mark Baker

JOB DESCRIPTION:

We are seeking enthusiastic individuals to support the operations at the Learning Assistance Program (LAP), a program at UVic's Center for Accessible Learning. The LAP employs specialized tutors and learning strategists, delivering academic success programs to hundreds of students annually.

The successful candidate will be supervised by our operations team and will have the option of supporting one of our many functional areas. These include:

- Process Development: Designing workflows, automating tasks
- Data Analysis: Querying and transforming data, creating visualizations, predicting trends
- Coordinator Support: Assisting with administrative duties, managing appointments
- Client Interfacing: Supporting intake processes and tracking requests

We offer a supportive environment for developing professional, technical, and communication skills
Access to mentorship in programming and systems design

Empowerment in a judgment-free space

Preference will be given to students who identify as having a disability or chronic health condition, in alignment with the University's Equity Plan and Section 42 of the BC Human Rights Code.

QUALIFICATIONS:

- Interest in hands-on, team-oriented work
- Passion for learning, with all training available on-site
- (Optional) Experience with SQL or other programming languages, database training, or experience
- (Optional) Data manipulation experience with tools such as RStudio, Python (NumPy, scikit-learn, pandas)

JOB LOCATION ON-CAMPUS: Campus Services Building, room 142

This position is eligible for a remote work arrangement (part-time remote work).

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

HOURS AVAILABLE: 250

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>

HOW TO APPLY:

Apply online!

forms.office.com/r/XFCJwSUjLS

Or by email:

Send a resume and cover letter to

learning@uvic.ca

