

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** CGRO 1 - Community Engagement Assistant

**DEPARTMENT NAME:** Community and Government Relations

**CONTACT NAME:** Stephanie Raymond

#### JOB DESCRIPTION:

Are you a collaborative individual with a passion for building strong relationships and making a positive impact in your community? If so, we hope you will consider joining our team. Community and Government Relations is a small team within External Relations at UVic. We work to create and foster mutually beneficial, inclusive partnerships with government, industry, post-secondary institutions, non-profit organizations and members of the local community. We are committed to building strong relationships with internal and external partners to support and advance UVic's priorities.

We are looking for an organized, strong communicator to help us with some of our community engagement projects.

Daily tasks will include supporting community outreach efforts, conducting research, organizing events, developing communication materials, and tracking and reporting on various initiatives.

#### QUALIFICATIONS:

- Self-driven and able to work independently and in a team setting
- Initiative, creativity and good judgment
- Ability to work and communicate effectively orally and in writing, with tact and diplomacy, with a variety of internal and external contacts
- Strong organizational skills with the ability to manage multiple projects
- Problem-solving orientation along with critical thinking skills
- Ability to represent UVic in professional manner across campus and in community
- Commitment to quality and attention to detail

**JOB LOCATION ON-CAMPUS:** Michael Williams Building

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

**DEPARTMENT TOP UP:** \$6.50 /hour (plus 4% vacation pay)

**HOURS AVAILABLE:** 200 hours

**HOW TO APPLY:** Please send cover letter and resumes to [cgrasst@uvic.ca](mailto:cgrasst@uvic.ca)

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>