

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** CHAP 1 - Program Assistant (CUPE)

**DEPARTMENT NAME:** Multifaith

**CONTACT NAME:** Serenity Gaudet

#### JOB DESCRIPTION:

Working under the direction of designated Multifaith Spiritual Care Providers (SCPs), the Program Assistant supports the SCPs by participating in the planning and organization of events at the Multifaith Centre. This can include hosting, set-up / take-down, clean-up, chair set up / take down (which can involve heavy lifting), washing dishes and staffing of weekly events. Program assistants also contribute by helping to promote activities through photography, video and social media. Program assistants are encouraged to help create and run new programs.

Some of our programs and past events include Muslim Prayer, various meditation and mindfulness programs, yoga, Inclusive Christians Campus Communion, Pet Café, equity and human rights events, Wellness and Health Week, Soup Suppers, 5 Days of Action and World Interfaith Harmony Week.

#### QUALIFICATIONS:

- Be in good standing with the University of Victoria
- Demonstrate initiative with the ability to work independently with minimal supervision
- Ability to organize and prioritize tasks
- Excellent interpersonal communication skills
- A desire to learn about the Multifaith community and the university's programs and events
- Must be responsible, reliable, flexible, and bring a commitment to help and be a team player

**JOB LOCATION ON-CAMPUS:** Multifaith Centre

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

**HOURS AVAILABLE:** 200 hours - (job share)

**HOW TO APPLY:** Please email a cover letter, resume and your availability for both terms to Serenity at [multifaith@uvic.ca](mailto:multifaith@uvic.ca).