

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: COOP 1 - Career & Community-Engaged Learning Assistant (CUPE)

DEPARTMENT NAME: COOP

CONTACT NAME: Allison Benner

JOB DESCRIPTION:

At UVic Co-op & Career, we strive to enrich our university community of students with dynamic learning to help them achieve meaningful, successful careers after graduation. Our mission is to educate UVic students with the knowledge and skills to embark on productive careers that contribute to communities and society.

Career Services offers drop-in and scheduled one-on-one appointments, workshop, and events that support students' career exploration and development, helping them to make connections between their academic programs and future careers. We also support students to engage in dynamic learning through co-curricular volunteer experiences and through community-engaged learning (CEL), a type of course-based learning offered through partnerships between community groups, businesses and organizations, and UVic students and faculty.

The successful work-study applicant will be involved in the following activities:

- Support student engagement, marketing/promotion, and storytelling for Career Services and CEL (in different mediums, depending on the student's area of interest and skills)
- Assist with Career and CEL events, including workshops, mock interview clinics, career fairs, student drop-in sessions, and other on-campus events
- Assist with CEL data management and data maintenance, such as record keeping and report writing

QUALIFICATIONS:

- Experience using digital technologies such as Brightspace, Canva, WordPress, Zoom, and Microsoft Teams
- Strong communication skills with the ability to collaboratively write, edit, and design promotional materials and reports, as needed
- Familiarity with Career Services and its programs, including effective principles and practices for cover letters, résumés, and interviews
- Interest and experience in community-engaged learning (e.g. community-engaged courses, clubs, co-op, internships, practicums, community-engaged research, etc.) would be considered an asset.

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>

JOB LOCATION ON-CAMPUS: Campus Services Building, Room 110

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

DEPARTMENT TOP UP: \$4.00/hour (plus 4% vacation pay)

HOURS AVAILABLE: 200

HOW TO APPLY: Please apply by email, with cover letter, résumé, and references to Allison Benner at adirectorcareer@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>