

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: ECON 2 - Uni 101 Classroom and Research Assistant

DEPARTMENT NAME: Faculty of Social Sciences

CONTACT NAME: Stephanie Sweetnam, Uni 101 Program Coordinator

JOB DESCRIPTION:

The University 101 program provides free, non-credit humanities and social sciences courses for students who have faced barriers to accessing post-secondary education. There is also the alumni course, Uni 201, which touches on a wide range of topics. Primary duties of the University 101 Classroom and Research Assistant include assisting the Program Coordinator with research and program development related to accessible education and critical pedagogy, as well as connecting with other organizations on campus and in Victoria who are involved in accessible adult education. Some classroom duties would include helping the team prepare for class days, supporting and connecting with students, and attending a team debrief at the end of those days. There would also be clerical and administrative duties around the office, especially leading up to when programming restarts.

QUALIFICATIONS:

Undergraduate or graduate students majoring in the Humanities or Social Sciences are preferred. We are looking for people who are dynamic and flexible, and interested in making education more accessible to a wide range of people and ideally have experience working with diverse populations. Must have proven skills in communications, group facilitation, organizational skills, writing, public speaking. Ideally will also have experience with MS Teams, Powerpoint and Zoom.

JOB LOCATION ON-CAMPUS: Uni 101 Office: Clearhiue D124

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

HOURS AVAILABLE: 200

HOW TO APPLY:

Please provide a resume and cover letter to Stephanie Sweetnam, University 101 Program Coordinator by email: uni101@uvic.ca.

The cover letter should outline why you are interested in this position and what special experience and/or knowledge you bring to it.

The resume should list the names of 3 referees.

Shortlisted candidates will be asked to come in for an interview.

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>