

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: EDCD3 – SCIENCE/MATH RESOURCE ROOM MANAGER

DEPARTMENT NAME: EDCD (Curriculum & Instruction)

CONTACT NAME: Maureen Spizawka, Academic Administrative Officer
Amy Machin, Program Coordinator

JOB DESCRIPTION:

Work Study to assist in the Curriculum & Instruction Science and Math Resource Rooms.

- prepare materials required for class - these are placed on cart assigned to instructor
- work with Teacher Education students to gather materials for demonstrations, assignments, and practicums
- sort shelves/equipment
- maintain inventory and catalogue supplies, equipment and resource materials
- source and submit to supervisor suggested materials and equipment for purchasing
- research information on new teaching materials and related subject resources
- sign-out books/instruments/equipment to students and/or instructors and track their return

QUALIFICATIONS:

Able to follow detailed directions, shows initiative, is attentive to detail, and good at routines. Should be a self-motivated and independent worker. Should be able to maintain accurate records.

- Must complete free WHMIS training and Laboratory Safety training courses

JOB LOCATION ON-CAMPUS: MacLaurin D Wing (Mac D014 and Mac D117)
Must be available for in person office hours (at least 2 days a week, hours to be determined)

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

DEPARTMENT TOP UP: \$6.00/hour (plus 4% vacation pay)

HOURS AVAILABLE: 100

HOW TO APPLY: send resume, letter of interest and availability to
Maureen Spizawka, edcdao@uvic.ca
cc Amy Machin, placements2@uvic.ca