

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: FACU 2 - Research Assistant - 2

DEPARTMENT NAME: UVic Faculty Association

CONTACT NAME: Dr. Adam Jonathan Con

JOB DESCRIPTION:

Research Assistant (RA) provides the Association with research, website support, and filing/archival support.

Duties:

- conduct research and data analysis regarding privacy and intellectual property (IP) concerns, technical issues and workload with online teaching
- Conduct comparative labour research on faculty collective agreements across Canada
- Analyze and interpret survey results, conduct research related to collective bargaining issues
- Conduct research related to anti-racism initiatives in the post-secondary sector
- Update the Faculty Association website
- Filing and archival work, as needed
- Other related tasks as required, as assigned by the Supervisor

QUALIFICATIONS:

Upper Year Student (GPA 6.8 or higher) or Graduate Student

Preferred Field of Studies: Open

Skills:

- Demonstrated ability to conduct research
- Excellent written communication skills
- Knowledge of Outlook, Excel, Word, and Adobe Acrobat
- Basic web maintenance, including experience with WordPress would also be an asset
- Demonstrated ethical and professional behavior
- Initiative and good judgment

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:	University House 2 (but mostly online)
WORK STUDY WAGE:	\$18.50/hour (including 4% vacation pay)
DEPARTMENT TOP UP:	\$5.00/hour (plus 4% vacation pay)
HOURS AVAILABLE:	50
HOW TO APPLY:	Submit Cover Letter and Resume to adminfa@uvic.ca

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