

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** FINE 2 – Lab Supervisor

**DEPARTMENT NAME:** Office of the Dean

**CONTACT NAME:** Michael Huston

#### JOB DESCRIPTION:

The Studios for Integrated Media (SIM labs) offer two multipurpose computer classrooms in the Fine Arts building that are used for teaching, workshops, student work and research. We require a number of friendly and outgoing Lab Supervisors to help our students, faculty and staff work creatively with various software applications, answer the basic questions of new users, and assist in the daily maintenance of the SIM labs.

#### QUALIFICATIONS:

We're looking for people who can solve problems and trouble-shoot in a collaborative environment; people who have the ability to listen well, figure out what the problem may be and look it up if they don't. Some experience with Adobe Creative Suite is necessary, but additional on-the-job training will be provided. While a background in Fine Arts and computers is desirable, good interpersonal skills, an active interest in learning about arts technology, and punctuality are essential. Note: you don't have to be a Fine Arts student to be a SIM Lab Supervisor.

**JOB LOCATION ON-CAMPUS:** In & around the Fine Arts complex  
(if work being done on campus).

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

**DEPARTMENT TOP UP:** \$2.50/hour (plus 4% vacation pay)

**HOURS AVAILABLE:** 340

#### HOW TO APPLY:

Apply with cover letter and resume to Michael Huston via email at [mhuston@uvic.ca](mailto:mhuston@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>