

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** IACE 1 - Indigenous Student Events Assistant (CUPE)

**DEPARTMENT NAME:** Office of Indigenous Academic and Community Engagement

**CONTACT NAME:** Mary McCue

### JOB DESCRIPTION:

The Indigenous Student Events Assistant will assist the Office of Indigenous Academic and Community Engagement in the planning, coordination, and implementation Indigenous student on-campus and virtual initiatives. The Winter semester may also be a combination of on-campus events and virtual events to make activities accessible to online students. Below is are examples of events:

- Week of Welcome events
- Weekly noon networking lunches
- Indigenous focus and diverse cultural activities
- Workshops and special student events
- Collect statistical data on event participation rates for reporting purposes
- Promote events on a centralized event calendar
- Organize and assist with the development of student educational opportunities and community-building initiatives (inviting various UVic student and ancillary services to host lunch events)
- Create a sense of community and support for all students on- and off-campus.
- Assist with outreach and communications for student events and initiatives utilizing a communication strategy via Facebook, email, posters, and announcements at key student events
- Network with relevant UVic faculties, departments, student groups, and community organizations to assist with organizing Indigenous student, staff, faculty, and community engagement events
- Develop and maintain a positive and inclusive environment in the First Peoples House (both virtual and in-person)
- Coordinate forums and collect feedback regarding student wellness events
- Attend staff meetings and provide oral and written reports student initiatives
- General office support and other duties as required

### QUALIFICATIONS:

- Awareness of UVic's Indigenous student programs, services and overall student community
- Experience in planning and coordinating events/activities
- Ability to prioritize multiple tasks and work independently
- Self-motivated and able to take initiative
- Exceptional written, oral, and interpersonal communication skills

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:** On Campus and possibly Virtual

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

**DEPARTMENT TOP UP:** \$5.00/hour (plus 4% vacation pay)

**HOURS AVAILABLE:** 300

**HOW TO APPLY:** Mary McCue, Office Administrator  
Office of Indigenous Academic & Community Engagement  
First Peoples House Room 150  
PO Box 1700 Stn CSC  
Victoria BC V8W 2Y2  
Email: [iaceadm@uvic.ca](mailto:iaceadm@uvic.ca)  
Phone: 250-472-4913

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