

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: LAST 1 - Student Recruitment Assistant

DEPARTMENT NAME: Latin American Studies

CONTACT NAME: Michelle Bonner

JOB DESCRIPTION:

The Latin American Studies (LAS) program is seeking a student with strong communication and independent working skills to help with student recruitment to the programme. The position requires the successful candidate to work closely with the Director and administrative assistant for LAS.

Outreach and community building: The successful candidate will work with the LAS Director to develop new ways to increase student awareness of LAS and to build a LAS community by, for example, re-establishing a LAS student group, social media outreach, attending recruitment events, and organizing other LAS and student-led events.

QUALIFICATIONS:

Good organizational, inter-personal and communications skills. Enthusiasm for the LAS program and Latin American studies generally is required.

JOB LOCATION ON-CAMPUS: Various locations on campus and online.

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

DEPARTMENT TOP UP: \$1.50/hour (plus 4% vacation pay)

HOURS AVAILABLE: 100

HOW TO APPLY: Please send cover letter and resume to
LAS Director, Dr. Michelle Bonner
latam@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>