

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** MEDI 2 - MyNDIR Research Assistant

**DEPARTMENT NAME:** Medieval Studies

**CONTACT NAME:** Melanie Hibi

#### JOB DESCRIPTION:

1. Researching and proofreading for all aspects of the MyNDIR site (<https://myndir.uvic.ca/index.html>).
2. Entering links on Wikipedia pages to images on MyNDIR's site, training will be provided.
3. Entering descriptions, tags, and links in MyNDIR's Flickr account for images on MyNDIR's site, training will be provided.
4. Hours are based on approximately 50 per term.

#### QUALIFICATIONS:

Work habits based on attention to detail, accuracy, and consistency. Familiarity with the use of editorial style guides. Basic computer skills. Sound writing and research skills. Ability to work independently.

**JOB LOCATION ON-CAMPUS:** On campus and online

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

**HOURS AVAILABLE:** 100

**HOW TO APPLY:** Send application with resume to: Medieval Studies Program, Dr. Allan Mitchell, [dirmedi@uvic.ca](mailto:dirmedi@uvic.ca) and supervisor Dr. Trish Baer, [trish.uvic@gmail.com](mailto:trish.uvic@gmail.com)

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>