

# 2024/2025 WORK STUDY PROGRAM

## JOB POSTING

**JOB TITLE:** OREM 8 - Student Academic Advising Ambassador (SAAA (CUPE))

**DEPARTMENT NAME:** Office of the Registrar and Enrolment Management

**CONTACT NAME:** Melana Mar

### JOB DESCRIPTION:

Under the direction of the Manager, Academic Advising, the Student Academic Advising Ambassador (SAAA) works as a representative of the Academic Advising Centre (AAC). The SAAA will help support the AAC's communications plan by developing, creating social media or web content to support first-year to graduating students' understanding of how academic advising and the appropriate advising tools can assist students throughout their time at UVic to complete their degree in a timely fashion. SAA will be supported to learn and pass on academic advising tips and explain some procedures in student friendly, welcoming and accessible language. The SAA will be expected to feature themselves in their social media creations. SAAA are student role models on campus who represent the student and academic experience and the university as a positive, inclusive, and dynamic learning community. They are expected to help build student connections, professional relationships and be involved in on-campus and online events for students that may include being featured on the AAC web page, classroom speaking, information tables and campus town hall-style discussions. Additionally, SAA will contribute to some online research of peer advising programs to enhance the student experience with academic advising. Ability to engage with the AAC website and clearly articulate the student perspective as part of an AAC website project.

### QUALIFICATIONS:

#### Education & Experience

- Current UVic undergraduate student in year 2, 3 or 4 of study, with preference given to those declared in one of the following faculties: Social Sciences, Science or Humanities
- Experience, participation and familiarity with UVic campus services, programs
- Previous experience in communicating and relating with the public, social media content creation and customer service experience is welcome.

#### Skills

- Enthusiastic, reliable, organized and responsible
- Excellent interpersonal and communication skills
- Public speaking experience an asset
- Thorough and on-time with task completion
- Good understanding of various social media platforms (Instagram, Tik Tok, Facebook etc.) and their intended audiences
- Experience and willingness to develop informative, student-focused content

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>

- Can synthesize ideas and concepts and teach/explain in a relatable manner
- Willingness to collaborate and invite feedback to enhance learning and reach end goals
- Cross cultural sensitivity and awareness
- Consciousness related to gender identity, race, sexual orientation
- Strong customer service skills
- Ability to balance the demands of personal academic workload with work study hour requirements and project deadlines
- Required to be approachable and open to learning about advising protocols and requirements and regulations as outlined in the UVic Academic calendar
- Can work independently on projects and with others to generate ideas and content

**JOB LOCATION ON-CAMPUS:** Academic Advising Centre for the Faculties of Humanities, Science and Social Sciences and potentially other on-campus locations

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

**HOURS AVAILABLE:** 220 hours  
10-15 hours/week between the hours of 8:30 AM to 4:30 PM  
some evening work may be required

**HOW TO APPLY:** Please forward cover letter and resume to

Melana Mar, [mmar@uvic.ca](mailto:mmar@uvic.ca)  
c/o Academic Advising Centre for the Faculties of  
Humanities, Science and Social Sciences (ADVA)