

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: OVPI 1 - Undergraduate Research Assistant

DEPARTMENT NAME: Office of the Vice-President Indigenous

CONTACT NAME: Lalita Kines

JOB DESCRIPTION:

Providing community engagement support to host events to gather information for the Indigenous Wellness Engagement Group (I-WEG) Committee by:

- Attending weekly I-WEG meetings and assist with meeting notes and follow up items
- Attending monthly I-WEG committee meetings and present community engagement plan
- Gather information for health-related community organizations
- Coordinate community engagement meetings

QUALIFICATIONS:

- Experience working with First Nations, Inuit and Métis populations
- Familiar with Indigenous local nations, organizations and health related services
- Experience scheduling and planning meetings
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SPECIALIZED KNOWLEDGE/ EDUCATION:

- Related health related post-secondary education or an equivalent combination of education, training and experience .

CULTURAL COMPETENCIES:

- Ability to work cross-culturally, and especially across the range of urban, rural and remote First Nations communities.
- Ability to work effectively and respectfully with Indigenous students, Elders, community members, Indigenous service providers, students, staff, faculty, general public, practicing discretion and utilize good judgment while maintaining confidentiality.
- Knowledge of Indigenous ways of knowing and being and cultural protocols, as well as knowledge of event planning, coordination and delivery, and good judgment to coordinate culturally significant and respectful events.
- Knowledge of local Coast Salish and BC nations histories and protocols would be an asset.

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 Hybrid

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

DEPARTMENT TOP UP: \$6.50/hour (plus 4% vacation pay)

HOURS AVAILABLE: 165

HOW TO APPLY: Send Cover Letter and Resume to:
Lalita Kines
Director of Indigenous Strategic Priorities and Community
Engagement, Office of the Vice-President Indigenous
Email: vpdisp@uvic.ca

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