

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** PADM 2 - Research Assistant for BIG Lab

**DEPARTMENT NAME:** School of Public Administration

**CONTACT NAME:** Heather Currie, Research Program Manager

#### About the Project:

Borders in Globalization research program (BIG Lab) is located at the Centre for Global Studies at the University of Victoria. We are an international research network connecting research to policy. Our goal is to build excellence in the knowledge of borders and advance border management in Canada and worldwide. Our research encompasses thematic areas including: Indigenous Internationalisms, Ecological Border Management, Migration and Immigration, Trade & Customs, Law and Security.

The program's objectives are to foster and integrate policy actors with academic research, and to build knowledge to generate theoretical, empirical and policy relevant expertise required for a better understanding of today's and tomorrow's bordering processes.

BIG is committed to mentorship and skill development. As such, preference may be given to students with an interest/background in border studies, international relations, migration studies, and/or policy and governance.

All BIG Team members are provided with opportunities to participate in some BIG Lab research conferences, events, and Summer Institutes. It is our goal to create an environment that supports students' academic careers by offering a flexible work schedule and providing guidance for desired career development skills.

#### JOB DESCRIPTION:

The primary role of this position will be to help coordinate and organize research events including conferences and BIG Lab's eight Summer Institutes. In addition, this position will be asked to facilitate support with BIG LAB's research partners and contributors. Duties may include but not be limited to:

- Assist with organizing research events and meetings including workshops and advisory board meetings.
- Assist the Communications team with promotions for BIG LAB events and research through online media including social media platforms.
- Assist with the development of BIG Lab's journal: *BIG\_Review*
- Assist with administrative duties including processing expense claims and coordinating travel bookings

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>

## QUALIFICATIONS:

- Ability to communicate professionally and effectively (written, oral, electronic, phone);
- Strong organizational and time management skills with advanced attention to detail;
- High level of self-direction, with an ability to work both independently and as part of a team;
- Excellent critical thinking and problem-solving skills; and
- Advanced proficiency with computer applications including MS-Office Suite
- Website design and social media content design experience is considered an asset.

The Research Program Manager will supervise the position; the BIG Lab Director Dr. Emmanuel Brunet-Jailly oversees project direction.

**JOB LOCATION ON-CAMPUS:** Centre for Global Studies/Job location on site if required but flexibility to work remotely.

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

**DEPARTMENT TOP UP:** \$1.35 hour

**HOURS AVAILABLE:** 100

**HOW TO APPLY:** Please submit cover letter and resume to Heather Currie:  
[bigmanager@uvic.ca](mailto:bigmanager@uvic.ca)  
Use Subject: <Last name> BIG 2024-2025 Work Study  
Only PDF file format will be accepted.

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