

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: PRES 1 - Sustainable Development Goals Asset Analyst / Assistant

DEPARTMENT NAME: CIFAL Victoria (PRES)

CONTACT NAME: Nicole Bates-Eamer, Associate Director CIFAL Victoria

JOB DESCRIPTION:

This project is being led by CIFAL Victoria, a joint initiative of the United Nations Institute for Training and Research (UNITAR) and the University of Victoria since 2022. [CIFAL Victoria](#) provides UN accredited training and research to advance the implementation of the United Nations Sustainable Development Goals (SDGs), especially those pertaining to global health and wellbeing; decolonization and Indigenous Knowledges; innovation and entrepreneurship; and oceans, climate and sustainability.

The successful candidate would be responsible for supporting a campus-wide asset mapping initiative of academic courses, initiatives, and activities with content addressing the United Nations Sustainable Development Goals (SDGs). In order to support this work, CIFAL Victoria is updating [its original SDG dashboard](#) (originally created in 2022) and data management around the SDG activities more broadly. The goal is to work collaboratively with faculty, staff, and units across campus to better identify and promote learning opportunities for prospective and current students.

Typical duties and responsibilities:

- Refine methodology/criteria for SDG keywords at UVic
- Data collection, validation and continue building the dashboard
- Use Power BI dashboard to present SDG courses, initiatives, activities no campus
- Support data visualization
- Support promotion and communications of SDG related courses at UVic
- Assist in other duties related to identifying and tracking SDG activities around campus

QUALIFICATIONS:

This position is open to senior undergraduate and graduate student at UVic with the following qualifications and experience:

Senior undergraduate or graduate student in social sciences, sciences, business, engineering, computer sciences, or other fields, with technical experience related to the duties for this job description. An equivalent combination of education and experience may be considered.

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>

Experience and knowledge requirement:

- Minimum 1 year of experience working with qualitative/quantitative databases
- Medium to advanced knowledge of Microsoft Excel
- Experience managing data, both qualitative and quantitative
- Demonstrated proficiency in data collection, validation, analysis, visualization.
- A proven ability to work successfully with a wide range of faculty, students and staff
- Ability to work both independently and in a team environment
- Excellent interpersonal, problem-solving and organizational skills
- Ability to work and deliver in intensive short terms with fixed deadlines

Assets:

- Knowledge (or willingness to learn) about data visualization tools (e.g. Tableau or Power BI)
- Knowledge in Survey Monkey or other online survey software
- Knowledge about the United Nations Sustainable Development Goals
- Experience in similar projects

JOB LOCATION ON-CAMPUS: on-campus, off-campus, or hybrid

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

DEPARTMENT TOP UP: \$6.00/hour (plus 4% vacation pay) for undergraduates
top up to \$31.80/hour for graduate students

HOURS AVAILABLE: 200 hours

HOW TO APPLY: Interested applicants are invited to submit their resume and cover letter in .pdf to the [Associate Director](#) with “SDG Workstudy” in the subject line. We thank you for your interest, but only short-listed candidates will be contacted.