

**2024/2025 WORK STUDY PROGRAM  
JOB POSTING**

**JOB TITLE:** SOCI 1 – Student Assistant to Chair in Transgender Studies

**DEPARTMENT NAME:** Sociology

**CONTACT NAME:** Dr. Aaron Devor  
Chair in Transgender Studies  
Professor of Sociology

**JOB DESCRIPTION:**

The successful candidate will assist the Chair in Transgender Studies in promoting knowledge of the Chair among constituent groups, building support for Chair activities, encouraging participation in Chair events, and assisting the Chair in research projects. Major components of the job will be assisting before, during, and after with the Moving Trans History Forward conference (March 2025), and assisting with community events sponsored by the Chair throughout the year (online and/or in-person). Additionally, the successful candidate will assist in projects related to materials in the Transgender Archives at the direction of the Office of the Chair in Transgender Studies and the Special Collections Director or designate.

**QUALIFICATIONS:**

Applicants must have good interpersonal, analytical, and communication skills; must have the ability to work both on their own as well as with other staff members and the supervisor from the Office of the Chair in Transgender Studies; and must be well organized and have excellent attention to detail. The successful applicant will have some experience in basic audio/video recording and production, and the Microsoft Office Suite, especially Word and Excel. Applicants must have sufficient writing and editing skills. Good internet, online conferencing software (e.g.: Zoom), and social media knowledge are required. The ability to lift/move items such as tables/chairs/boxes is required. A willingness to work, with advance notice, occasional evening and weekend events is also required. Experience in event planning is an asset (both online and in-person) but is not required. Familiarity with Trans+ communities is a definite asset but is not required. Experience working with archives, libraries, museums, or cultural centers is an asset but not required.

**JOB LOCATION ON CAMPUS:** UVic Campus: Sociology Dept., McPherson Library, UVic Conference Centre Sn̓əqə ʔéʔlən̓ (Sngequ House)

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

**DEPARTMENT TOP UP:** \$2.00/hour

**HOURS AVAILABLE:** 320

**HOW TO APPLY:** Please email your cover letter & resume to [transchair@uvic.ca](mailto:transchair@uvic.ca)

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>