

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS 18 - NSU Programs Assistant

DEPARTMENT NAME: University of Victoria Native Students' Union (NSU)

CONTACT NAME: Shirina Evans

JOB DESCRIPTION:

The NSU Programs Assistant:

- Report to the NSU coordinator and NSU Council
- Maintain and update the NSU website, as well as social media pages
- Perform basic office administrative tasks
- Assist in coordination and promotion of social, cultural and academic events
- Take an active role in planning, attending, and carrying out NSU events
- Attend council meetings

QUALIFICATIONS:

The NSU is seeking students with:

- Good organizational skills
- Willingness to learn on the job
- Understanding of and commitment to Indigenous cultures, issues and protocols
- Knowledge of local and university resources
- A community-minded disposition and ethics

In accordance with the University of Victoria Guidelines on Preferential or Limited Hiring under Designated Groups (1.1. Designated Group. Designated group members, as defined in the Employment Equity Act and Federal Contractors Program, are those who are Indigenous peoples, members of visible minorities, persons with disabilities, or women), preference in hiring will be given to students of Indigenous ancestry.

JOB LOCATION ON-CAMPUS: Student Union Building, room B023

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

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>

DEPARTMENT TOP UP: \$5.00/hour

HOURS AVAILABLE: 170 (possible job share)

HOW TO APPLY: Please email cover letter and resume to nsu@uvic.ca