

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS 8 – Ombudsperson Office
Research and Support Assistant

DEPARTMENT NAME: University of Victoria Students' Society - Ombudsperson

CONTACT NAME: Angus Shaw

JOB DESCRIPTION:

UVic's Ombudsperson assists in resolving student fairness issues by:

- Providing information about resources, procedures, regulations, and students' rights and responsibilities.
- Reviewing and investigating concerns about the application of rules, policies, or procedures affecting students.
- Problem-solving, mediating, or facilitating communication.
- Training and coaching in the areas of fairness and conflict resolution.
- Making reasoned recommendations for changes in procedures, policies, or practises.
- Stimulating discussion about fairness at the institutional level.

Under the direction of the Ombudsperson, the successful candidate will assist with office support tasks as needed. Depending on the skills and interests of the candidate, these may include:

- Researching and analyzing university policies and procedures to support the mission of the office.
- Writing reports to summarize results of research and analysis for the use of the Ombudsperson.
- Developing, updating, and maintaining office promotional and informational material.
- Assisting with outreach activities, office administrative procedures, and website information for the public.
- Accompanying office visitors to meetings or hearings as support not as advocate.
- Opportunity to propose your own fairness project or tasks subject to the approval of the Ombudsperson.

QUALIFICATIONS:

- Law student preferred. Political science, social work, or other related field considered.
- A self-starter mentality who has a desire to impact fairness on campus.
- A demonstrated ability to work independently with little supervision.
- Demonstrated research skills (legal preferred) with policy analysis experience an asset.
- Excellent communication and organizational skills.
- Proficiency in Microsoft Office programs and/or Apple's Pages with experience with WordPress an asset.
- Discretion and an understanding of confidentiality requirements in an ombuds setting.

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: Student Union Building, Ombuds Office, B205 and remote.

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

DEPARTMENT TOP UP: \$5.00/hour

HOURS AVAILABLE: 100

HOW TO APPLY: Email resume and a short cover letter detailing how you meet the 7 qualifications and including allotted Work Study hours and availability to: **ombuddy@uvic.ca**