

Cultural Assistants

English Language Centre,
Division of Continuing Studies
University of Victoria
(CUPE 4163)

The English Language Centre (ELC) at the Division of Continuing Studies, provides English as an Additional Language (EAL) programs to adult students from around the world. Our students travel to Victoria to learn English and to experience west-coast Canadian culture. Our programs emphasize intensive English classroom learning along with experiential learning through social and cultural activities.

The ELC at UVic requires Cultural Assistants for a number of summer programs in July and August.

These are **full-time positions** that are 3 to 6 weeks in duration and involve shift work and may involve evening and weekend work.

Cultural Assistants are energetic team players with cross-cultural experience.

Experience/skills required:

- Ability to work effectively both as part of a team and independently
- Friendly, outgoing personality
- Strong organizational and time-management skills
- Ability to adapt to change in a dynamic, fast-paced environment
- Desire to share Canadian culture
- Excellent pronunciation of English
- Strong communication skills
- Open-minded personality with a strong interest in cross-cultural communications

Other skills/experience that would be an asset, but are not required

- Proven leadership skills
- Recent experience working with recreation programs or as a camp counselor
- Experience as a staff member or a student in a language immersion program
- Full Driver's license
- Strong familiarity with Victoria and southern Vancouver Island

Starting Salary: \$15.08 per hour plus 4% vacation pay (probationary wage). Please submit resume as well as the names and phone numbers of 3 references to (no written references please):

By Email: ELCActivitiesAdmin@uvic.ca

By Fax: 250-721-8774

By Mail: Cultural Assistant Positions
English Language Centre
Division of Continuing Studies
University of Victoria
PO Box 1700 STN CSC
Victoria BC, V8W 2Y2

**DEADLINE: Interviewing will begin in April
Resumes will be accepted ongoing until May 1, 2019**

Only successful candidates will be notified for interviews.

As per the CUPE 4163 collective agreement, preference in hiring will be given to University of Victoria students. In your cover letter, please indicate your student status and student number.

"The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, visible minorities, aboriginal peoples, people of all sexual orientations and genders, and others who may contribute to the future diversification of the university."