



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.

We are looking to expand our team of dynamic Cultural Assistants (CAs) who help to facilitate socio cultural experiences for EAL students. We love our Cultural Assistants (CAs) and you will want to be one too!

CAs organize events and guide English Language Centre (ELC) activities - but that’s not all... they bring fun and energy to everything they do to keep ELC students smiling, safe and loving life!

CAs are a friendly and caring team of UVic students who want to help ELC students live life to the fullest during their program. In addition to the fun you’re sure to have with ELC students, talking to them during activities is a great way to help them practice “real English” and make Canadian friends!

**Canadian Cup Medley!**  
Click here to see how much fun being a CA is!

<http://bit.ly/2MHH9LY>

**Learn More**  
Click here for the ELC website and read testimonials from some awesome CAs!

<http://bit.ly/2HZy500>

**CA Flash Mob!**  
Click here to see how much fun being a CA is!

<http://bit.ly/2XuFuKl>

**Cultural Assistants, English Language Centre,**

### 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, Zoom online meeting experience
- Strong familiarity with Victoria and southern Vancouver Island
- Cross cultural experience

## Cultural Assistant Position Quick Facts

Duration of work:	Casual shifts, in-person and online through Zoom moving to full-time in-person contracts in June, July & August depending on enrolment.
Hours of work:	Part-time casual hours, varying shifts (Fridays, weekday evenings and weekends)
Salary:	\$16.36/hour + 4% vacation pay (probationary wage)
What to send:	Cover letter (indicate your student status and V-number), resume and the phone numbers of 3 references (written references will not be accepted)
How to send:	By email: <a href="mailto:ELCActivitiesCoordinator2@uvic.ca">ELCActivitiesCoordinator2@uvic.ca</a> Applications will be accepted until <b>December 10, 2021</b>
Notes:	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.

*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.*