

Chief Cultural Assistant

La Maison Française,
Division of Continuing Studies, University of Victoria
(CUPE 4163)

Contract dates: Full-time, on location in Victoria, from Wednesday, June 19 2019 to Tuesday, August 6 2019.
Part-time hours (remote work) from May 1 to June 18 2019.

The Language Programs Coordinator (Division of Continuing Studies, University of Victoria) is seeking a Chief Cultural Assistant for the intensive French immersion program, *La Maison Française*.

La Maison Française is aimed at French as Second Language adult learners from across Canada and various corners of the world. Our students come to Victoria to experience the culture of west coast of Canada – while immersing themselves in LMF's Francophone and Francophile community to improve their French language competencies. Our program focusses on intensive classroom learning of French as well as through sociocultural activities and workshops.

Reporting directly to the Language Programs Coordinator, the Chief Cultural Assistant's (CCA) main role is the maintenance of Program quality. As such, the CCA is responsible for the leadership and supervision of the team of Cultural Assistants (CA), the planning, organization and administration of sociocultural activities. The CCA must ensure that CAs are interacting with students and instructors along appropriate guidelines and that activities run smoothly. In addition, the CCA is aware of special issues / problems that students may be dealing with and they will take suitable measures to ensure they are resolved appropriately.

Required skills / characteristics:

- Minimum 19 years of age
- Native-level proficiency in French
- Strong supervisory experience, especially working with a diverse group of people in a fair and equitable manner
- Experience leading meetings and facilitating group discussion
- Experience running orientation programming for new staff
- Experience in planning / coordinating / assigning staff to a busy calendar of recreational activities
- Experience managing a budget and overseeing staff purchases
- Experience managing social media accounts in a professional context

- Ability to problem-solve proactively and independently
- Ability to manage sensitive issues appropriately
- Strong organizational and time-management skills
- Strong cross-cultural communication skills

Desirable skills / characteristics:

- Recent experience leading a team of recreational program staff / camp counselors
- Strong familiarity with the Explore bursary program and the West Coast
- Group mediation / conflict resolution skills and experience
- Valid Canadian driver's license
- Valid First Aid Certificate

Starting salary: \$20.76 per hour (June) and \$20.97 (July-August) plus 4% vacation pay, plus accommodation and meal plan.

Please submit your c.v., cover letter and the names and phone numbers of three references to french@uvcs.uvic.ca. *Be sure to specify you are interested in applying for the Chief Cultural Assistant position.*

DEADLINE to apply: Friday, February 22. Interviewing will begin toward the end of February into early March.

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.

Questions?

Please contact (by phone or email) Philippe Provencher, Language Programs Coordinator, at 1-250-721-8511 or Languages.Coordinator@uvic.ca.