

## UVic Student Connections Coordinator JOB SPECIFICATION

### ABOUT PICS

The Pacific Institute for Climate Solutions (PICS) is a research centre hosted at UVic and delivered in collaboration with BC's other three research-intensive universities – the University of British Columbia (UBC), Simon Fraser University (SFU) and the University of Northern British Columbia (UNBC). Through research, university programming and engagement activities, PICS works with academics, public and private sector partners and other members of our community to advance impactful, evidence-based climate change solutions for BC and beyond.

### ABOUT THE ROLE

In 2019, and following on the work at the other three universities, PICS began assessing opportunities to renew its goal of enhanced climate solutions programming in and around the University of Victoria. Student engagement at UVic is a key part of this broader goal and will be the major focus of the Coordinator's work.

The purpose of this role is to support the Program Manager in the identification and preliminary design of current and future student engagement opportunities at UVic. This will involve understanding, engaging and documenting the needs and opportunities for enhanced climate (mitigation and adaptation) solutions support at UVic aligned to the PICS mandate. It will also require connecting with individual students and student groups on campus as well as those off campus, such as at our other three universities; hosting and supporting the delivery of student-focused events; and documenting lessons from these interactions for further development. The ideal candidate is looking for the opportunity to make a meaningful contribution to the good work of students on climate, to help facilitate connections in their own community and to have fun.

### Position details

This is a seven-month, part-time position based at PICS offices on campus, remunerated at \$26.08/hr (plus 4% vacation pay). The Coordinator will be expected to start mid-September, 2019 and work between 8 to 12 hours per week until mid-March 2020 (to a guaranteed min. of \$8,000). This position includes a review of progress at three months. Most of Coordinator's time will be spent at a desk during office hours, but some evening and/or weekend work for key events may be required, with the possibility of 1-3 days of travel. The position will be supervised by the UVic Program Manager.



## Key activities

The Coordinator will be expected to lead or contribute to the following activities based on discussion and agreement with the Program Manager:

- Meet with student groups at UVic to identify opportunities for climate solutions that help to drive evidence-based climate solutions in their education and communities
- Work with the Climate Hub and other student groups at SFU and UNBC to identify key lessons for adaptation and adoption at UVic. These may include work in asset mapping, climate studies and research mentorship, community engagement and others
- Lead in the development of a Climate Hub exchange/showcase event at UVic together with representatives of the Climate Hub at UBC to be held in mid-Winter 2019
- Support to the broader work of the UVic program, including the organization of key events in which students may participate
- Develop a database of UVic students, student groups and projects in climate activities relevant to PICS work and potentially interested in future engagement
- Others as assigned by Program Manager

Outputs expected as part of this role (in consultation with Program Manager) include, but are not limited to: student engagement database/inventory; summary of key activity and future program opportunities; community engagement report

## Profile and Experience

- A strong interest in being an active member of the UVic community and demonstrated knowledge of climate change issues and key solutions
- This position is open to any advanced undergraduate or graduate student at UVic, ideally studying at Masters level or higher and in a program related to climate mitigation or adaptation (all disciplines)
- Availability to travel to Vancouver on September 26<sup>th</sup> would be an asset (costs to be covered by PICS)
- Ability to work with minimal structure and information and to show initiative
- Works well independently and as part of a team
- Excellent interpersonal, engagement and communication skills
- Strong organizational, administration and problem-solving skills
- Experience in outreach, consultation and digital communications an asset
- Established relationships with existing local or campus sustainability groups considered an asset
- Ability to be positive and proactive in work and with respect to the climate challenge
- Proficient in the use of standard office tools such as Microsoft Word, Excel, Outlook etc.

## Application

Interested applicants are invited to submit their resume and cover letter in pdf to [picscareers@uvic.ca](mailto:picscareers@uvic.ca) as soon as possible (to be considered for early review) and before the end of **September 8<sup>th</sup>**, 2019 with "Student Connections Coordinator" in the subject line.

We thank all applicants for their interest but only short-listed candidates will be contacted.