

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: IALH 1 – Records Assistant
DEPARTMENT NAME: Institute on Aging & Lifelong Health
CONTACT NAME: Leah Potter

JOB DESCRIPTION:

Working with a dynamic and supportive team, this position will assist the Institute on Aging & Lifelong Health (IALH), a health research centre, with updating the institute's hard copy and electronic filing system and contents.

The position will include organizing the institute's electronic file folders and renaming individual files using the UVic document naming conventions; sorting hard copy documents for scanning, destruction, and archiving; and other information-related activities as needed to maintain a clear, well-organized directory of records.

QUALIFICATIONS:

- Strong computer skills for a PC environment
- Research or data management experience is an asset
- Detail-oriented, reliable, independent, and professional
- Ability to work independently and collaboratively within a team
- Excellent communication skills

JOB LOCATION ON-CAMPUS: Hut R Room 103
WORK STUDY WAGE: \$18.50/hour (including 4% vacation pay)
DEPARTMENT TOP UP: \$4.00/hour (plus 4% vacation pay)
HOURS AVAILABLE: 200
HOW TO APPLY: Cover letter and resume to:

Leah Potter
Institute on Aging & Lifelong Health
University of Victoria
PO Box 1700 Stn CSC
Victoria BC V8W 2Y2

or via email to IALHAdmin@uvic.ca

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>