

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: LAWF 7– Alumni Contact Information Researcher

DEPARTMENT NAME: Faculty of Law

CONTACT NAME: Liz Eby, Senior Development Officer

JOB DESCRIPTION:

Research publicly available addresses, emails, phone numbers and employment information of UVic Law alumni. Email with individuals to confirm information gained during research, update information on the CRM, respond to alumni inquiries and connect Alumni to information regarding their Alumni benefits. Training provided for CRM and database systems management.

QUALIFICATIONS:

Undergraduate student in law. Good verbal and written communication skills. Ability to resource materials for information gathering.

JOB LOCATION ON-CAMPUS: Fraser Building

WORK STUDY WAGE: \$18.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$8.70/hour (plus 4% vacation pay)

HOURS AVAILABLE: 240

HOW TO APPLY: Please send a resume and cover letter to lawext@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>