

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** LAWF 9– Admissions Clerk (CUPE)  
Law Admissions Office

**DEPARTMENT NAME:** Faculty of Law

**CONTACT NAME:** Lori Klear

#### JOB DESCRIPTION:

Assembling and updating admission files; scanning and labelling files; creating and populating Excel spreadsheets, executing mail merges and other general office duties, including processing mail and electronic filing.

#### QUALIFICATIONS:

Strong computer and clerical skills are required. Attention to detail is essential. Must have proficient working knowledge of Excel and be comfortable using a variety of software including Acrobat and other web-based applications, including UVic systems. Must have the ability to accurately handle large volumes of time-sensitive information and the ability to act effectively and professionally in a respectful office environment.

Preference will be given to an upper-level Law student in their final year.

**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:** 100

**HOW TO APPLY:** Please submit a cover letter and resume by email to Lori Klear at [lawadmss@uvic.ca](mailto:lawadmss@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>