

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** OREM 1 – Student Support Services Assistant (CUPE)

**DEPARTMENT NAME:** Office of the Registrar and Enrolment Management

**CONTACT NAME:** Angela Fornelli

#### JOB DESCRIPTION:

This position will support two portfolios in Student Support Services: Transfer Credit and the Frontline Student Support team. Under the supervision of the Transfer Credit Clerk, this position will assist in researching information related to Transfer Credit articulations. Tasks will involve utilizing online and paper resources including institutional academic calendars to locate specific information and using the BC Council on Admissions and Transfer (BCCAT) website to process online requests. This role will also help the Transfer Credit Clerk with research and projects as required.

This position will also have an opportunity to work with the Coordinator, Frontline Student Support on some ongoing projects related to grading, registration, and frontline student support. As needed, the position may research and review policy, procedures, and best practices in higher education; make recommendations for efficiencies and improvement or assist in the development of procedural documentation.

#### QUALIFICATIONS:

- Accuracy, efficiency, and attention to detail are critical in this position.
- Applicants must possess experience inputting information accurately into a database. Must be proficient in Microsoft Office, Adobe Acrobat DC, and standard office equipment.
- Familiarity with the Freedom of Information and Protection of Privacy Act and experience with principles and practices related to the secure retention and destruction of documents is preferred.
- Experience conducting research, compiling and analyzing data, and managing complex projects is considered an asset. Excellent verbal and written communication skills and ability to work both independently and as part of a team are required.

**JOB LOCATION ON-CAMPUS:** Student Support Services (Jamie Cassels Centre, A-wing, main floor)

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

**DEPARTMENT TOP UP:** \$2.00/hour (plus 4% vacation pay)

**HOURS AVAILABLE:** 340

**HOW TO APPLY:** Please email cover letter and resume to:

Angela Fornelli  
Transfer Credit Clerk  
acollier@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>