

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: OREM 11 – Office Assistant (CUPE)

DEPARTMENT NAME: Office of the Registrar and Enrolment Management

CONTACT NAME: Heidi Neeves and Tatiana Percival

JOB DESCRIPTION:

These positions will work closely together to assist the Central Services team with general administration, daily workload and ongoing projects related to records management and procedure, training, and policy documentation repositories. Perform a wide range of duties including data entry; creation and formatting of documents, photocopying/scanning; ordering/maintaining office supplies/equipment; arranging site access, updating directories, and booking meeting space.

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 the ability to work both independently and as part of a team are required.

JOB LOCATION ON-CAMPUS: Jamie Cassels Centre – A-Wing Main Floor, A115

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:
oregadmin@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>