2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: OREM 2 - Digitization Assistant (CUPE)

DEPARTMENT NAME: Office of the Registrar and Enrolment Management

CONTACT NAME: Ann Akyuz

JOB DESCRIPTION:

Assist the Digital Document team with the daily workload and ongoing projects related to digitizing student records, renaming microfilm transcripts, issuing UVIC transcripts, and sorting dockets with V-numbers in the main storage space. Research and review policy, procedures, and best practices in higher education; compile and analyze statistics; identify trends and make recommendations for efficiencies and improvement; assist in developing and maintaining training and procedural documentation.

QUALIFICATIONS:

Superior computer skills and attention to detail are required. Accuracy and efficiency are critical in this position. Applicants must have experience inputting information accurately into a database and be able to handle sensitive and confidential information while adhering to FOIPP regulations. Experience conducting research and compiling data is considered an asset. Must be proficient using Microsoft Word, Excel, & Outlook; Adobe Acrobat DC; and basic office equipment. 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:
                                     Ann Akyuz
                                     Team Lead, Digital Imaging
                                     Office of the Registrar
                                     Email: tldigitalimaging@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