

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** OREM 3 – Bookings Assistant (CUPE)

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

**CONTACT NAME:** Tara Britt

#### JOB DESCRIPTION:

Assist the Room Bookings team with daily workload and ongoing projects related to booking space on campus for faculty, staff, and ratified student groups. Create and maintain an online repository of bookable spaces, including photographs, descriptions, and inventory of room features. 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 the development of training and procedural documentation.

#### QUALIFICATIONS:

Superior computer skills, customer service, and attention to detail are required. Accuracy and efficiency are critical in this position. Applicants must have experience conducting research, compiling data, and inputting information accurately into a database. Must be able to handle sensitive and confidential information while adhering to FOIPP regulations. Must be proficient using Microsoft Word, Excel, and Outlook; Adobe Acrobat Pro DC; and basic office equipment. 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:** 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:** Cover letter and resume to:  
Coordinator, Space Bookings and Events  
[bookingscoordinator@uvic.ca](mailto:bookingscoordinator@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>