

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: OREM 7 - Research (Records) (CUPE)
DEPARTMENT NAME: Office of the Registrar and Enrolment Management
CONTACT NAME: Anna Gardziejewska

JOB DESCRIPTION:

Assist the Undergraduate Records Team with ongoing projects related to maintaining the integrity of student records. Work Study students will learn processes such as scanning and indexing documents, filing, photocopying, sending emails, managing Excel databases with high student volume, and using Student Information Systems (SIS) such as Banner to review and update student records. Additional responsibilities may also include the following: Conduct reviews of postsecondary academic policies, regulations, and practices; compare and contrast information in the UVic academic calendar (current and archived); analyze results of surveys and research to produce statistics and/or written summaries that identify trends and discrepancies; assist in the revision of procedural documentation and identify improvements for work processes.

QUALIFICATIONS:

Strong communication 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. Good organizational skills are critical, as the successful candidate will work both independently and as part of a team. Most projects will be computer based, requiring proficiency in using Microsoft Word, Excel and Outlook; Adobe Acrobat DC and basic office equipment.

JOB LOCATION ON-CAMPUS: Undergraduate Records (Main Floor, JGC)

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:
Anna Gardziejewska, Records Officer
Academic and Professional Programs
uro1@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>