

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** GARO - Graduate Front Desk and Applications Assistant

**DEPARTMENT NAME:** Graduate Admissions and Records Office (GARO)

**CONTACT NAME:** Rachel Strandquist

#### JOB DESCRIPTION:

In keeping with FOIPP (Freedom of Information and Protection of Privacy) regulations:

- Respond to general inquiries by email, telephone and in person; in the case of more complex inquiries, forward to the correct staff member in GARO or other departments
- Receive and process incoming mail and forward to the correct GARO personnel
- Produce a variety of letters, using student data retrieved from the Banner system
- Scan and index electronic and paper documents related to admissions applications
- Ensure all necessary documentation has been received and application is ready for review by officer or advisor, assign correct codes depending on the program and type of applicant
- Other tasks similar in scope and complexity

#### QUALIFICATIONS:

- Excellent customer service, interpersonal and communication skills
- Excellent clerical skills including accurate keyboarding and experience entering information into a database
- Experience with standard office software such as MS Outlook, Word, Excel
- Experience handling confidential information and knowledge of FOIPP regulations
- Ability to work in a high-volume environment with accuracy and attention to detail
- Ability to work independently and as part of a team
- Experience with the Banner student information system is an asset

**JOB LOCATION ON-CAMPUS:** Graduate Admissions and Records Office (JCC A206)

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

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

**HOURS AVAILABLE:** 340 hours

**HOW TO APPLY:** Email cover letter and detailed resume to [dirgaro@uvic.ca](mailto:dirgaro@uvic.ca) (Rachel Strandquist, Director of Graduate Admissions and Records)

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>