

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS 1 - Office Assistant 1

DEPARTMENT NAME: University of Victoria Students' Society, SUB General Office

CONTACT NAME: Terri Tan

JOB DESCRIPTION:

Office Assistant in the SUB General office under the supervision of the General Office Manager.

- reception for the General Office counter
- maintain an accurate filing system
- sorting and processing of mail
- assist in UVSS room booking requests
- assist in responding to email requests

The student will be trained by the General Office Manager in administrative duties of varying complexity and nature to gain valuable experience working in a busy office environment.

QUALIFICATIONS:

- must be punctual and reliable
- ability to maintain accurate records and filing system
- be proficient in Microsoft Office
- good working knowledge of the UVic campus ability to provide a high level of customer service at all times

JOB LOCATION ON-CAMPUS: Student Union Building, SUB General Office, B128

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

HOURS AVAILABLE: 125

HOW TO APPLY: Submit resume and cover letter including allotted Work Study hours and availability to: Terri Tan via email alma@uvic.ca or deliver in person to the SUB General Office, Room B128 of the Student Union Building.

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>