

Learning and Cognitive Science Laboratory

Vacancy: Part-time Secretary for the Learning and Cognitive Science Laboratory in the Department of Psychology at the University of Victoria

Hours worked: 4-5 hours/week, flexible hours with opportunity to work from home but must be able to visit the university about twice a week.

Salary: \$30-40/hour depending on qualifications

Duties will include:

- reconciling grant accounts using the University FAST system\processing employee salary paperwork
- filing purchase requisitions, travel and expense reimbursements
- ensuring that laboratory supplies are stocked
- miscellaneous clerical duties
- support to members of lab as required

Requirements:

- excellent computer, organizational, and clerical skills
- advanced proficiency with Microsoft Word and Excel
- demonstrated ability to manage financial accounts
- superior organizational and communication skills
- demonstrated ability to multi-task with shifting priorities
- strong customer service and problem solving skills
- work experience in a business, administration or secretarial setting will be considered an asset
- familiarity with the FAST system and other UVic systems and procedures will be considered an asset

We are seeking a responsible person with strong communication and interpersonal skills who is willing to make a long term commitment to working with our team.

Applicants should email a resume and contact information for two references to Clay Holroyd at holroyd@uvic.ca.

For more information please contact Clay Holroyd at 250-853-3910 or at holroyd@uvic.ca, or visit our webpage at <http://web.uvic.ca/~lccl/>.