

## **WORK STUDY JOB POSTING**

### **For HR/CUPE 951 USE ONLY**

\_\_\_\_\_ CUPE \_\_\_\_\_ non union

Vetted By: \_\_\_\_\_ Date: \_\_\_\_\_

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**JOB TITLE:** HUMA2 – Administrative Support

**DEPARTMENT NAME:** UVIC Family Centre

**CONTACT NAME:** Miriam Curtis (mcurtis@uvic.ca)

### **JOB DESCRIPTION:**

This position will assist Family Centre Staff with tasks related to office and program support. This will include data collection and filing, maintenance of informational bulletin boards, the thrift and toy lending programs, preparing and distributing Welcome Packages to new student families, assisting with the organization of special events and occasional help with children's programs.

### **QUALIFICATIONS:**

Office experience and good computer skills  
Self-motivated and able to work independently  
Good organizational skills  
Creative and flexible  
Strong verbal and written communication  
Interest in working in a family friendly and diverse environment

**JOB LOCATION ON-CAMPUS:** UVic Family Centre (Lam Circle and Finnerty Rd.)

**WORK STUDY WAGE:** \$12.00/hour (including 4% vacation pay)

**DEPARTMENT TOP UP:**

**HOURS AVAILABLE:** 150 hours

### **HOW TO APPLY:**

Cover Letter and resume via email to: [familyc@uvic.ca](mailto:familyc@uvic.ca)

**Attention: Miriam Curtis** or in person at the UVic Family Centre