

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

CUPE

JOB TITLE: RCSD1 – Project Assistant, Learning Assistance Program

DEPARTMENT NAME: Resource Centre for Students with a Disability (RCSD)

CONTACT NAME: Rowan Shaw

JOB DESCRIPTION:

The role of the Project Assistant, Learning Assistance Program, supports the work of the UVic Learning Strategist and Tutor Programs. These programs offer free and fee-based academic success programming to UVic students. The Project Assistant position provides opportunity to develop project administration skills within a team of Student Affairs professionals dedicated to student success. The work study supervisor will endeavor to match project tasks with the career/learning objectives of the successful applicant.

Duties will include:

- Maintaining accurate records of tutor/learning strategist hours
- Conducting follow up communication with students and program employees
- Supporting program invoicing procedure
- Other data management as required

QUALIFICATIONS:

- Detail oriented
- Strong interpersonal and written communication skills
- Excellent time management
- Professional, friendly and enthusiastic
- Proficient in MS Office Suite, including Excel

JOB LOCATION ON-CAMPUS: Campus Services Building, Room 150

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

HOURS AVAILABLE: 250

HOW TO APPLY: Resume and cover letter to learning@uvic.ca

Applicants must be eligible for Work Study Program
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>