

WORK STUDY JOB

JOB TITLE: UVSS_INFO1 - Info Booth Information Officer

DEPARTMENT NAME: University of Victoria Students' Society, Info Booth

CONTACT NAME: Terri Tan

JOB DESCRIPTION:

- Communicate UVSS policy and provide information to students and the general public
- Help administer the UPass and UVSS Health/Dental Plan to UVic undergraduate students
- Help manage the bookings of vendor and Clubs & Course Union tables
- Help to regulate the UVic poster policy and to approve posters on campus
- Sell event tickets & others

QUALIFICATIONS:

- Excellent verbal and written communication skills
- Ability to use a computer
- 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, Info Booth Room A112

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

DEPARTMENT TOP UP: \$1.55/hour

HOURS AVAILABLE: 250

HOW TO APPLY:

Resume, Cover Letter which includes: Allotted Work Study Hours, References, & Availability
Timetable in person to Terri Tan in UVSS Info Booth Room A112 of Student Union Building

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