

WORK STUDY JOB POSTING

JOB TITLE: UVSS_SBTX1 - Administrative Assistant - SUBtext

DEPARTMENT NAME: University of Victoria Students' Society- SUBtext

CONTACT NAME: Roxie Price

JOB DESCRIPTION:

- Maintains administrative requirements and filing system
- Maintains basic financial records using MS Excel
- Assists with sales and book shelving as required
- Completes other related duties as assigned by the Manager

QUALIFICATIONS:

- Preference will be given to those with experience in a bookstore environment
- Able to work independently
- A commitment to good customer service
- Professional written communication skills
- Proficiency with Microsoft Office software, and data entry, with particular focus on MS Excel

JOB LOCATION ON-CAMPUS: SUBtext, SUB A124

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

DEPARTMENT TOP UP: \$.85 cents

HOURS AVAILABLE: 250

HOW TO APPLY:

Resume and cover letter accepted via email subbooks@uvic.ca or in person at SUBtext, SUB Room A124, Attention: Roxie Price, Manager Subtext. Please include the total number of workstudy hours you are approved for in your cover letter.

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