2021/2022 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: DEVT2 Call Centre Assistant

DEPARTMENT NAME: Development

CONTACT NAME: Asiyah Robinson, Annual Giving Coordinator, Student Calling Program

JOB DESCRIPTION:

The Call Centre Assistant:
- Prepares training materials and agenda
- Helps in conduct training sessions
- Helps in alumni outreach and donor follow-up
- Prepares shift materials and announcements
- Creates games and activities to motivate student callers
- Updates performance measures and documentation
- Assists in preparation of training materials and announcements
- Assists with the sponsorship appeal
- Assists with shift scheduling and tracking
- Assists with payroll and other HR paperwork
- Monitors social media page to answer student caller questions

QUALIFICATIONS:
- Proficient in MS Excel and MS Word
- Reliable, organized
- Excellent editing and proof reading skills
- High attention to detail

JOB LOCATION ON-CAMPUS: Alumni House, Ian Stewart Complex 286

WORK STUDY WAGE: $16.00/hour (including 4% vacation pay)

HOURS AVAILABLE: 132

HOW TO APPLY: Email Cover Letter and Resume to callingprogram@uvic.ca

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php