2021/2022 WORK STUDY PROGRAM

POSTING

TITLE: DEPARTMENT
OREG1 - Student Support Services Assistant

NAME:CONTACT
Office of the Registrar

NAME:
Nicole Smirl

EMPLOYEE GROUP:
CUPE

JOB DESCRIPTION:
Assist the Student Support Services team with daily workload and ongoing projects related to transcripts, grading, registration, and frontline student support. Issue official transcripts and study permit information letters to students; update biographical information on the student record. Research and review policy, procedures, and best practices in higher education; compile and analyze statistics, identify trends and make recommendations for efficiencies and improvement; assist in the development of training and procedural documentation.

QUALIFICATIONS:
Superior computer skills and attention to detail are required. Applicants must have experience conducting research and compiling data, and be able to handle sensitive and confidential information while adhering to FOIPP regulations. Experience inputting information accurately into a database is considered an asset. Must be proficient using Microsoft Word, Excel, & Outlook; Adobe Acrobat Pro DC; and basic office equipment. Excellent verbal and written communication skills and ability to work both independently and as part of a team are required.

JOB LOCATION ON-CAMPUS:
Student Support Services (Main Floor, Jamie Cassels Centre)

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

DEPARTMENT TOP UP:
$2.00

HOURS AVAILABLE:
118

HOW TO APPLY:
Please email cover letter and resume to:

Nicole Smirl
Coordinator, Frontline Student Support
Office of the Registrar

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