

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: ADSV1 – Research Tracing Assistant 1

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Advancement Services

CONTACT NAME: Tracy Wadlow

JOB DESCRIPTION:

Process returned mail and update records

Research names, addresses and phone numbers of UVic, Provincial Normal School and Victoria College Alumni.

Speak with individuals to confirm information gained during research, update information on the CRM, respond to alumni inquiries and connect Alumni to information regarding their Alumni benefits

QUALIFICATIONS:

Good verbal, written and Microsoft Office Suite skills, knowledgeable telephone/online skills and ability to resource materials for information gathering

JOB LOCATION ON-CAMPUS: Ian Stewart Bldg

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$1.50

HOURS AVAILABLE: 170

HOW TO APPLY: Via Email Attn: Tracy Wadlow at twadlow@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>