WORK STUDY JOB POSTING

JOB TITLE: ALUM2 – Data and Web Assistant

DEPARTMENT NAME: Alumni Relations

CONTACT NAME: Marlene Davie, Alumni Engagement Officer

JOB DESCRIPTION:

The UVic Alumni Relations office requires a Data and Web Assistant. In this role, you will provide assistance in gathering data from various sources and generating reports. Reporting will be qualitative and quantitative. Update the alumni website.

QUALIFICATIONS:

The ideal candidate will:

- High-level proficiency in Microsoft Excel including ability to manage complex spreadsheets, data sets and mid-skill-level formulas.
- Passion for numbers, data and attention to detail.
- Ability to track and communicate complex sets of information easily.
- High level of technological proficiency.
- Knowledge of the university’s web system would be an asset.
- Interested in learning more about the UVic Alumni Association.

The student must qualify for Work Study and be a full-time UVic student (registration in at least 4.5 units of credit) with financial need. You also need to have a valid Social Insurance Number and if applicable a work permit before applying.

JOB LOCATION ON-CAMPUS: Alumni House, ISC 269

WORK STUDY WAGE: $14.50/hour (includes 4% vacation pay)

DEPARTMENT TOP UP: $3.00/hour

HOURS AVAILABLE: 125

HOW TO APPLY: Send by email: your cover letter and resume, including two references and the number of Work Study hours approved to work to:

Marlene Davie
Alumni Engagement Officer, University of Victoria
250-721-6000 alumni@uvic.ca

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