

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: CFAL1 – Information Systems and Operations Assistant

DEPARTMENT NAME: Centre for Accessible Learning (CFAL)

CONTACT NAME: Patricia Minor

JOB DESCRIPTION:

Join the operations team to support the development of information systems at the UVic Learning Assistance Program! Our not-for-profit organization employs dozens of specialized tutors and learning strategists to provide academic success programming to hundreds of students each year.

You'll be working with the team that connects the workflows of our program coordinators to our database systems. We encourage applications with an interest in systems design and programming: experience with MS Access, database technologies, SQL, or any other programming languages are not required, as training is provided on site. Creative problem solving is a strong asset, as many projects will involve building new infrastructure to support or automate recurrent tasks.

Expect a relaxed and professional environment where one can develop professional, technical, and communication skills in a judgement-free space. Candidates looking to practice technical skills will have access to direct mentorship in programming and systems design.

We will give preference to students who identify as having a disability or chronic health condition, in accordance with the University's Equity Plan and Section 42 of the BC Human Rights Code.

QUALIFICATIONS:

- Interest in working hands-on in a team-oriented environment
- Passion for learning, with all training available on site
- Basic proficiency with office suite technology (ideally MS Office)
- *(optional)* SQL or other programming languages, database training or experience

JOB LOCATION ON-CAMPUS: Campus Services Building, room 142. This position is eligible for a remote work arrangement (part-time remote work).

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

HOURS AVAILABLE: 100

HOW TO APPLY:

Apply online!
forms.office.com/r/XFCJwSUjLS

Or by email:
Send a resume and cover letter to
learning@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>