2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: DEVT2 – Call Centre Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Development

CONTACT NAME: Erica Youds, Annual Giving Manager

JOB DESCRIPTION:

The Call Centre Assistant:
- Prepares training materials and agenda
- Helps conduct training sessions
- Prepares shift materials
- Creates games and activities to motivate student callers
- Assists with the sponsorship appeal
- Monitors social media page to answer student caller questions
- Post information on social media page for student callers
- Updates performance measures and documentation
- Assists with shift scheduling and tracking
- Assists with payroll and other HR paperwork

QUALIFICATIONS:

- Proficient in MS Excel and MS Word
- Reliable, organized
- Excellent editing and proof reading skills
- Attention to detail

JOB LOCATION ON-CAMPUS: Alumni House, ISC 286

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: NA

HOURS AVAILABLE: 340

HOW TO APPLY: Email cover letter and resume to givingmgr@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