2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: ISSS2 – Administrative Assistant
Student Exchange Program (ISSSBest2)

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: International Student Services

CONTACT NAME: Tricia Best
Associate Director, International Student Services

JOB DESCRIPTION:

International Student Services (ISS) provides programs, supports and services to international students starting from pre-arrival and throughout their time at UVic. We support international degree program, incoming and outgoing exchange and international visiting and visiting research students.

Under the supervision of the Associate Director, ISS, the Administrative Assistant will assist in the day-to-day administrative processes to support incoming and outgoing exchange students such as processing exchange applications, preparing information and admission packages, and updating student and partner databases. The Administrative Assistant will collaborate with the ISS Exchange team to plan exchange events and promote the ISS Exchange Program through various media, across campus, and at exchange information sessions.

QUALIFICATIONS:

We are looking for a student who:

- Has experience working or volunteering with international students.
- Takes initiative and works confidently with limited supervision.
- Is detail-oriented and is willing to focus on administrative tasks.
- Has excellent organizational skills.
- Is experienced with social media tools and web management systems.
- Is available to work in this position from September to April.

JOB LOCATION ON-CAMPUS:

When the campus returns to in-person services students will work in the following locations: International Student Services Office Room B272, International Commons in McPherson Library and other on-campus locations when promoting, planning and facilitating events and workshops related to ISS Programs and initiatives. Until then, the students will be expected to work remotely.

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

DEPARTMENT TOP UP: $4.00

HOURS AVAILABLE: 170

HOW TO APPLY:

Please submit a cover letter, a resume with two references listed, and a copy of your Work Study Authorization form to Tricia Best, via email tbest@uvic.ca