

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** OREG1 – Student Support Services Assistant

**EMPLOYEE GROUP:** CUPE

**DEPARTMENT NAME:** Office of the Registrar

**CONTACT NAME:** Nicole Smirl

#### **JOB DESCRIPTION:**

Assist the Student Support Services team with daily workload and ongoing projects related to transcripts, grading, registration, and frontline student support. Issue official transcripts and study permit information letters to students; update biographical information on the student record. Research and review policy, procedures, and best practices in higher education; compile and analyze statistics; identify trends and make recommendations for efficiencies and improvement; assist in the development of training and procedural documentation.

#### **QUALIFICATIONS:**

Superior computer skills and attention to detail are required. Applicants must have experience conducting research and compiling data and be able to handle sensitive and confidential information with adhering to FOIPP regulations. Experience inputting information accurately into a database is considered an asset. Must be proficient in Microsoft Word, Excel, and Outlook; Adobe-Acrobat Pro DC; and basic office equipment. Excellent verbal and written communication skills and ability to work both independently and as part of a team are required.

**JOB LOCATION ON-CAMPUS:** Student Support Services (Main Floor, JCC)

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

**DEPARTMENT TOP UP:** \$2.00

**HOURS AVAILABLE:** 200

**HOW TO APPLY:** Cover letter and Resume to:  
Nicole Smirl, Coordinator, Frontline Student Support  
[frontlinecoordinator@uvic.ca](mailto:frontlinecoordinator@uvic.ca)