2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: OREG1 – Student Support Services Assistant

DEPARTMENT NAME: Office of the Registrar

CONTACT NAME: Ashley de Moscoso

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. Experience inputting information accurately into a database is considered an asset. Must be proficient using Microsoft Word, Excel, & Outlook; Adobe Acrobat 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, University Centre)

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

DEPARTMENT TOP UP: $2.00

HOURS AVAILABLE: 340

HOW TO APPLY: Please email cover letter and resume to:

Ashley de Moscoso
Manager, Student Support Services
Office of the Registrar

Email: stsmgr@uvic.ca

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