JOB TITLE: OREG2 – Digital Document Assistant

DEPARTMENT NAME: Office of the Registrar

CONTACT NAME: Ashley de Moscoso

JOB DESCRIPTION:

Assist the Digital Document team with daily workload and ongoing projects related to digitization of student records. 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 and maintenance of training and procedural documentation.

QUALIFICATIONS:

Superior computer skills and attention to detail are required. Accuracy and efficiency are critical in this position. Applicants must have experience inputting information accurately into a database. Experience conducting research and compiling data is considered an asset. Must be proficient using Microsoft Word, Excel and basic office equipment. Excellent verbal and written communication skills and ability to work both independently and as part of a team.

JOB LOCATION ON-CAMPUS: Student Support Services (Main Floor, University Centre)

WORK STUDY WAGE: $14.50/hour (includes 4% vacation pay)

DEPARTMENT TOP UP: $2.00

HOURS AVAILABLE: 300

HOW TO APPLY: Cover Letter and Resume to:

Ashley de Moscoso
Manager, Student Support Services
Office of the Registrar
Main Floor, University Centre Bldg.
University of Victoria
P. O. Box 3025
Victoria BC V8W 3P2

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