JOB POSTING

JOB TITLE: OREG2 – Research (Admissions)

DEPARTMENT NAME: Office of the Registrar

CONTACT NAME: Hillary Scoffield

JOB DESCRIPTION:

Assist the Admission Officers with on-going research projects related to domestic education systems, transfer credit and institutional policies; compile the information and survey other North American universities and colleges as required. Continue with revisions required for an on-going Admission Officer Training Manual project. Assist with the review of approved Grade 11 and 12 courses offered by BC and other provincial Ministries of Education.

QUALIFICATIONS:

Good writing and research skills as well as data entry experience and good organizational skills. Excellent computer skills including experience with Web Editing and expertise with Microsoft Word and Excel.

JOB LOCATION ON-CAMPUS: Undergraduate Admissions (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: Cover Letter and Resume

Laura Taylor
Administrative Assistant
Undergraduate Admissions
Main Floor, University Centre
University of Victoria
Victoria, BC V8W 3P2

Email: admsadmin@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