

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: OREG2 – Transfer Credit Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Office of the Registrar

CONTACT NAME: Angela Collyer

JOB DESCRIPTION:

Assist the Transfer Credit Clerk by researching information related to Transfer Credit articulations. This involves utilizing online and paper resources including institutional academic calendars to locate specific information and using the BC Council on Admissions and Transfer (BCCAT) website to process online requests. May also assist other members of the Student Support Services team with ongoing projects and activities relating to registration, grading, transcripts, digitization of documents, and frontline student support.

QUALIFICATIONS:

Superior computer skills and attention to detail are required. Accuracy and efficiency are critical in this position. Applicants must have experience conducting research, compiling data, and inputting information accurately into a database. Must be proficient using 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: Angela Collyer
Transfer Credit Clerk, Student Support Services
acollyer@uvic.ca