

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: OREG3 – Digitization Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Office of the Registrar

CONTACT NAME: Ann Akyuz

JOB DESCRIPTION:

Assist the Digital Document Team with daily workload and ongoing projects related to digitization of student records. Research and review policy, 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 and be able to handle sensitive and confidential information while adhering to FOIPP regulations. Experience conducting research and compiling data is considered an asset. Must be proficient using Microsoft Word, Excel and 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, 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:
Ann Akyuz, Team Lead Digital Imaging
tdigitalimaging@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>