2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: OREG4 – 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, & 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:

Angela Collyer
Transfer Credit Clerk, Student Support Services
Office of the Registrar

Email: acollyer@uvic.ca

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