

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** OREG4 – Room Bookings Assistant

**EMPLOYEE GROUP:** CUPE

**DEPARTMENT NAME:** Office of the Registrar

**CONTACT NAME:** Tara Britt

#### **JOB DESCRIPTION:**

Assist the Room Bookings team with daily workload and ongoing projects related to booking space on campus for faculty, staff, and ratified student groups. Create and maintain an online repository of bookable spaces, including photographs, descriptions, and inventory of room features. 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 of training and procedural documentation.

#### **QUALIFICATIONS:**

Superior computer skills, customer service, 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 able to handle sensitive and confidential information while adhering to FOIPP regulations. 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:** 117

**HOW TO APPLY:** Cover letter and Resume to:  
Tara Britt, Room Bookings Clerk, Student Support Services  
roombookings@uvic.ca