JOB TITLE: OREG5 – Transfer Credit Assistant

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. Applicants must have experience conducting research and compiling data. Accuracy and efficiency are critical in this position. Experience inputting information accurately into a database is considered an asset. Must be proficient using Microsoft Word, Excel and basic office equipment. Excellent verbal and written communication skills and ability to work both independently and as part of a team.

JOB LOCATION ON-CAMPUS: Student Support Services (Main Floor, University Centre)

WORK STUDY WAGE: $14.50/hour (includes 4% vacation pay)

DEPARTMENT TOP UP: $2.00

HOURS AVAILABLE: 300

HOW TO APPLY: Cover Letter and Resume to:

Angela Collyer
Transfer Credit Clerk, Student Support Services
Office of the Registrar
Main Floor, University Centre Bldg.
University of Victoria
P. O. Box 3025
Victoria BC V8W 3P2

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