JOB TITLE: OREG6 – Research (Records)

DEPARTMENT NAME: Office of the Registrar

CONTACT NAME: Anna Gardziejewska

JOB DESCRIPTION:
Assist the Undergraduate Records team with on-going projects related to maintaining the integrity of student records. Work Study students will learn processes for projects by scanning an indexing documents, filing, photocopying, sending emails, and how to use the BANNER database to review and update records. Work Study students are not limited to the tasks listed below and may do more than one of the following in addition:

- Conduct reviews of post-secondary academic policies, regulations and practices
- Compare and contrast information in the Uvic academic calendar
- Review and update database for outgoing exchange partner universities
- Analyze results of surveys and research, to produce statistics and/or written summaries that identify trends and discrepancies
- Assist in the revision of procedural documentation and identify improvements for work processed

QUALIFICATIONS:
Strong communication skills and attention to detail are required. Experience inputting information accurately into a database is considered an asset, along with previous research and data compilation/analysis. Good organization skills will be required, as the successful candidate will work both independently and as a part of a team. Most projects will be computer-based, requiring proficiency in using Microsoft Word, Excel, and SharePoint.

JOB LOCATION ON-CAMPUS: Undergraduate Records (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: Cover Letter and Resume to:
Anna Gardziejewska
Records Officer
Main Floor, University Centre
University Of Victoria
P.O. Box 3025
Victoria, BC V8W 3P2
Email: uro1@uvic.ca

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