JOB TITLE: STUA1 – Strategic Enrolment Management (SEM) Support

DEPARTMENT NAME: Division of Student Affairs

CONTACT NAME: Jess Gelowsky, STUA Projects Officer

JOB DESCRIPTION:

Student Affairs at the University of Victoria helps to transforms students’ lives by supporting and inspiring the highest standards of student learning and success, community engagement and staff development. The Division is comprised of 27 reporting units in five departments: Athletics and Recreation, Campus Services, Office of the Registrar, Student Recruitment and Global Engagement, and Student Services.

The comprehensive and integrated range of services we provide make Student Affairs one of the most dynamic and diverse divisions on campus. Together, we support UVic’s vision “to be a university of choice for outstanding students, faculty, and staff from BC, Canada, and around the world.”

Reporting to the STUA Projects Officer, this position provides administrative, research and communications support to the Associate Vice-President Student Affairs; and, as required, to Student Affairs Executive, as well as the STUA Projects Officer.

The position deals with sensitive and confidential information and at all times the incumbent must demonstrate discretion and high professional standards. Due to STUA’s large scope and portfolio, the incumbent must have some general knowledge of effective administrative and communications practices as well as research and report development skills.

The position will provide research support to a large and diverse group of committees chaired by the Associate Vice-President Student Affairs or the STUA Projects Officer, such as the Enrolment Management Working Group (EMWG) and Student Recruitment and Conversion Implementation Committee (SRC IC). Incumbent will assist the STUA Projects Officer with preparing agendas, gathering research, data collection, preparing presentations, attendance at meetings and liaising with offices across campus to ensure that policies and procedures are followed.

The position provides assistance with respect to events hosted by the Division of Student Affairs (such as booking rooms/AV support, catering arrangements, preparing documents and presentations, etc.).

Other duties as required.

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

Must be enrolled as a graduate student. Ability to work independently, attention to detail, creativity, excellent English writing skills, research and report development skills.

JOB LOCATION ON-CAMPUS: VPAC – Michael Williams Building

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

DEPARTMENT TOP UP: $11.13/hour (to top up to current rate of $25.63)

HOURS AVAILABLE: 100 hours (50 per term)

HOW TO APPLY:

Cover letter and resumes to:
Jessica Gelowsky, Projects Officer
Office of the AVP Student Affairs, VPAC (MWB)
Division of Student Affairs
Or Email: avpsasec@uvic.ca