JOB TITLE: UVSS_INFO1 - Info Booth Information Officer

DEPARTMENT NAME: University of Victoria Students' Society, Info Booth

CONTACT NAME: Terri Tan

JOB DESCRIPTION:

• Communicate UVSS policy and provide information to students and the general public
• Help administer the UPass to UVic undergraduate students
• Help administer the UVSS Health/Dental Plan to UVic undergraduate students
• Help manage the bookings of vendor and Clubs & Course Union tables
• Help to regulate the UVic poster policy and to approve posters on campus
• Sell event tickets & others

QUALIFICATIONS:

• Excellent verbal and written communication skills
• Ability to use a computer
• Good working knowledge of the UVic campus
• Ability to provide a high level of customer service at all times

JOB LOCATION ON-CAMPUS: Student Union Building, Info Booth Room A112

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

HOURS AVAILABLE: 250

HOW TO APPLY:

Resume, Cover Letter which includes: Allotted Work Study Hours, References, & Availability Timetable in person to Terri Tan in UVSS Info Booth Room A112 of Student Union Building

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