

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS21 - Information Officer 2

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

CONTACT NAME: Renee Burford

JOB DESCRIPTION:

- Communicate UVSS policy and provide information to students and the general public
- Help administer the U-Pass to UVic undergraduate students
- Help administer the UVSS Health/Dental Plan to UVic undergraduate students
- Help manage the bookings (space and equipment) of vendors and Clubs/Course Unions
- Help to regulate the UVic poster policy and to approve posters on campus
- Process payments for invoices, bus passes, event tickets, vendor bookings, etc.

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
- Familiarity with POS procedures

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

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 135

HOW TO APPLY: Submit resume and cover letter including allotted Work Study hours and availability to: Renee Burford via email uvssinfo@uvss.ca or deliver in person to the SUB Info Booth, Room A112 of the Student Union Building.

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>