

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS6 - Administrative Assistant
DEPARTMENT NAME: University of Victoria Students' Society- SUBtext
CONTACT NAME: Allie McFarland

JOB DESCRIPTION:

- Maintains administrative requirements and filing system, including formatting and finalizing of POS and other training manuals using MS Word
- Maintains basic financial records using MS Excel
- Aids with marketing, particularly in creating content to post on social media accounts (Instagram & Facebook)
- FAQ video creation for use on social media and website
- Organization of basement storage, including merchandise and files
- Completes other related duties as assigned by the Manager

QUALIFICATIONS:

- Preference will be given to those with experience in a bookstore environment
- Able to work independently
- A commitment to good customer service
- Professional written communication skills
- Proficiency with Microsoft Office software, with particular focus on MS Excel and MS Word required
- Proficiency with social media / demonstrated ability to maintain cohesive branding in an online environment

JOB LOCATION ON-CAMPUS: SUBtext, SUB A124

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

HOURS AVAILABLE: 23

HOW TO APPLY: Resume and cover letter accepted via email subbooks@uvic.ca or in person at SUBtext, SUB Room A124, Attention: Allie McFarland, Manager Subtext. Please include the total number of work study hours you are approved for in your cover letter.

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>