2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: VISU5 - Shipping Personnel

DEPARTMENT NAME: Visual Arts

CONTACT NAME: Hollis Roberts

JOB DESCRIPTION:
• Taking inventory of batched artworks for shipment
• Organizing shipping details
• Crate building for objects to be shipped in
• Managing shipping labels
• Handling of artworks

QUALIFICATIONS:
• Must have very good organizational skills
• Good communication skills
• Working knowledge of Excel and similar programs
• Privy to shop protocols and crate building
• Able to lift and pack artworks.

JOB LOCATION ON-CAMPUS: Visual Arts Building

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: N/A

HOURS AVAILABLE: 100

HOW TO APPLY: In person with cover letter and resume to: Hollis Roberts – Department of Visual Arts – Room A103

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