2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: VISU6 - Storage Organizer

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Visual Arts

CONTACT NAME: Hollis Roberts

JOB DESCRIPTION:
• Taking inventory of submitted artwork claims
• Batching artworks according to the student they belong to
• Storing these artworks safely and efficiently in our shipping container
• Managing artwork expected pickup and coordinating with students when picking up
• Handling of artworks

QUALIFICATIONS:
• Must have very good organizational skills
• Good communication skills
• Must be able to lift heavy objects
• Must be willing to work with other students in the process of organizing artworks
• Friendly and accommodating personality

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