JOB TITLE: ADSV1 – Research/Tracing Assistant

DEPARTMENT NAME: Advancement Services

CONTACT NAME: Tracy Wadlow

JOB DESCRIPTION:

Research names, addresses and phone numbers of UVic, Provincial Normal School and Victoria College Alumni. Speak with individuals to confirm information gained during research and update information on CRM.

QUALIFICATIONS:

Good verbal, computer and written skills, good telephone skills and ability to resource materials for information gathering.

JOB LOCATION ON-CAMPUS: Ian Stewart Complex (Alumni House)

WORK STUDY WAGE: $13.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $1.50

HOURS AVAILABLE: 34

HOW TO APPLY: Via Email Attn: Tracy Wadlow at twadlow@uvic.ca

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