

WORK STUDY JOB POSTING

For HR/CUPE 951 USE ONLY

CUPE

JOB TITLE: DEVT4 – Research Assistant (Development)

DEPARTMENT NAME: Development

CONTACT NAME: Dana Kritsch, Annual Giving Coordinator

JOB DESCRIPTION:

The Research Assistant will:

- Trace “lost” alumni and friends of the University of Victoria by means of telephone, email and/or mail.
- Respond to alumni inquiries regarding their demographic information updates
- Update records in Raiser’s Edge with newly acquired demographic information

QUALIFICATIONS:

- Proficient in MS Excel and MS Word
- Reliable, organized
- Excellent editing and proof reading skills
- Attention to detail
- Be experienced with databases

JOB LOCATION ON-CAMPUS: Alumni House, ISC 286

WORK STUDY WAGE: \$12.00/hour (including 4% vacation pay)

HOURS AVAILABLE: 100

HOW TO APPLY: E-mail resume to agdevt@uvic.ca
Or deliver resume to Alumni House (ISC 288A),
attn: Dana Kritsch