JOB TITLE: GARO1 - International Institutional Policy Research

DEPARTMENT NAME: Graduate Admissions and Records Office

CONTACT NAME: Sherry Graver

JOB DESCRIPTION:

This project will comprise of researching and cataloguing international institutional policy regarding official documentation, language of instruction, and grading schemes/scales.

The work study student will be expected to assist with other projects and clerical assistance in the office when necessary and as workload permits.

QUALIFICATIONS:

- Excellent research, analytical, organizational, typing skills; MS Office an asset.
- Ability to review, revise and consolidate research with a high level of accuracy.
- Excellent communication skills (both verbal and written) and the ability to work independently as well as with a team.

JOB LOCATION ON-CAMPUS: Graduate Admissions and Records Office
2nd Flr University Centre

WORK STUDY WAGE: $13.50/hour

DEPARTMENT TOP UP: $2.00

HOURS AVAILABLE: 300 hours

HOW TO APPLY: Email cover letter and detailed resume to grad4@uvic.ca

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