JOB TITLE: OREG 3– Research (Records)

DEPARTMENT NAME: Undergraduate Records, Office of the Registrar

CONTACT NAME: John Hall

JOB DESCRIPTION:
Assist the Undergraduate Records team with on-going projects related to maintaining the integrity of student records. Work Study students are not limited to the tasks listed below and may do more than one of the following:

- Complete surveys and reviews of policies at UVic and elsewhere; analyze and compile results.
- Research information on outgoing exchange partner institutions and compile results.
- Compare and contrast information found in the academic calendar.
- Suggest and implement improvements to work processes.
- Compile statistics and identify trends and discrepancies.
- Compile, review and update information and procedures.
- Learn processes for projects by filing, photocopying, scanning, sending emails, etc.
- Scan and index documents.
- Review and update databases.

QUALIFICATIONS:
Superior computer skills and attention to detail are required. Applicants must have experience researching information and compiling data. Experience inputting information accurately into a database is considered an asset. Must be proficient using Microsoft Word, Excel, Outlook and basic office equipment (fax, photocopier, printer). Ability to communicate effectively and to work independently and within a team. Some projects may fit well with backgrounds in computer science and databases, knowledge of business process analysis, or policy analysis.

JOB LOCATION ON-CAMPUS: Undergraduate Records (Main Floor, University Centre)

WORK STUDY WAGE: $13.50        DEPARTMENT TOP UP: $2.00

HOURS AVAILABLE: 340

HOW TO APPLY:
Cover Letter and Resume to:
John Hall
Director of Undergraduate Records
Main Floor, University Centre Bldg.
University of Victoria
P. O. Box 3025
Victoria, BC V8W 3P2

Email: dirreco@uvic.ca

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