JOB TITLE: OREG 4 – Research (Admissions)

DEPARTMENT NAME: Office of the Registrar

CONTACT NAME: Laura Taylor

JOB DESCRIPTION:

Assist the Admission Officers with on-going research projects related to domestic education systems, transfer credit and institutional policies; compile the information and survey other North American universities and colleges as required. Continue with revisions required for an on-going Admission Officer Training Manual project. Assist with the review of approved Grade 11 and 12 courses offered by BC and other provincial Ministries of Education.

QUALIFICATIONS:

Good writing and research skills as well as data entry experience and good organization skills. Excellent computer skills including experience with Web Editing and expertise with Microsoft Word and Excel.

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

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

HOURS AVAILABLE: 39

HOW TO APPLY:

Cover Letter and Resume to:

Laura Taylor
Administrative Assistant
Main Floor, University Centre Bldg.
University of Victoria
P.O. Box 3025
Victoria BC V8W 3P2

Email: admsadmin@uvic.ca

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