**JOB TITLE:** UVSS INFO3 - Info Booth Information Officer

**DEPARTMENT NAME:** University of Victoria Students’ Society, Info Booth

**CONTACT NAME:** Terri Tan

**JOB DESCRIPTION:**

- Communicate UVSS policy and provide information to students and the general public
- Help administer the UPass and UVSS Health/Dental Plan to UVic undergraduate students
- Help manage the bookings of vendor and Clubs & Course Union tables
- Help to regulate the UVic poster policy and to approve posters on campus
- Sell event tickets & others

**QUALIFICATIONS:**

- Excellent verbal and written communication skills
- Ability to use a computer
- Good working knowledge of the UVic campus
- Ability to provide a high level of customer service at all times

**JOB LOCATION ON-CAMPUS:** Student Union Building, Info Booth Room A112

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

**DEPARTMENT TOP UP:** $1.09/hour

**HOURS AVAILABLE:** 30

**HOW TO APPLY:**

Resume, Cover Letter which includes: Allotted Work Study Hours, References, & Availability Timetable in person to Terri Tan in UVSS Info Booth Room A112 of Student Union Building

Applicants must be eligible for Work Study Program

For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php