

## **WORK STUDY JOB POSTING**

**JOB TITLE:** UVSS\_GENL1 - SUB General Office Assistant I  
**DEPARTMENT NAME:** University of Victoria Students' Society - SUB General Office  
**CONTACT NAME:** Carmen Barrett

### **JOB DESCRIPTION:**

Office Assistant in the SUB General office under the supervision of the General Office Manager.

- reception for the General Office counter
- maintain an accurate filing system
- sorting and processing of mail
- assist in UVSS room booking requests
- assist in responding to email requests

The student will be trained by the General Office Manager in many administrative duties of varying complexity and nature so will gain valuable experience working in a busy office environment.

### **QUALIFICATIONS:**

- must be punctual and reliable
- ability to maintain accurate records and filing system
- be proficient in Microsoft Office
- 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, SUB General Office, B128

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

**DEPARTMENT TOP UP:** \$ 1.55/hour

**HOURS AVAILABLE:** 100

### **HOW TO APPLY:**

Submit resume and cover letter including allotted Work Study hours and availability to: Carmen Barrett via email [alma@uvic.ca](mailto:alma@uvic.ca) or deliver in person to the SUB General Office, Room B128 of the 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>