

## **WORK STUDY JOB POSTING**

**JOB TITLE:** UVSS\_ZAP1 - Exam Database Assistant - ZAP Copy

**DEPARTMENT NAME:** University of Victoria Students' Society - ZAP Copy

**CONTACT NAME:** Brydon Sudds

### **JOB DESCRIPTION:**

Zap Copy offers students old exams for sale in-store and online (visit [zapcopy.com](http://zapcopy.com) for a full description of services). While some professors send their old exams to Zap right away, most professors are not in the habit of submitting exams for student practice. Students often request exams not yet available for a particular course or professor.

This position involves the following duties: contacting professors by phone and email, occasionally arranging one-on-one meetings to explain the old exams service and its benefits; tracking down professors who do not respond to the initial messages; writing introduction, follow-up, and thank-you letters; updating the exam database and catalogues (hardcopy and website) when necessary; correcting exam list discrepancies; and any other odd jobs that we may require around Zap.

### **QUALIFICATIONS:**

Applicants must meet the following required qualifications: possesses an outgoing, professional, and courteous demeanor; is self-motivated and organized; is professional and clear in written and verbal communication; is comfortable during telephone and face-to-face conversations; is familiar with Microsoft Office (Excel and Word) and Microsoft Access; and is available September through April (a schedule will be set for the Fall and Winter terms).

**JOB LOCATION ON-CAMPUS:** Student Union Building, Zap Copy, SUB A108

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

**DEPARTMENT TOP UP:** \$ .85 cents

**HOURS AVAILABLE:** 170

### **HOW TO APPLY:**

In person with cover letter and resume to Brydon Sudds, Zap Copy, SUB A108.

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