

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** LAWF 7– Alumni Contact Information Researcher

**DEPARTMENT NAME:** Faculty of Law

**CONTACT NAME:** Liz Eby, Senior Development Officer

#### **JOB DESCRIPTION:**

Research publicly available addresses, emails, phone numbers and employment information of UVic Law alumni. Email with individuals to confirm information gained during research, update information on the CRM, respond to alumni inquiries and connect Alumni to information regarding their Alumni benefits. Training provided for CRM and database systems management.

#### **QUALIFICATIONS:**

Undergraduate student in law. Good verbal and written communication skills. Ability to resource materials for information gathering.

**JOB LOCATION ON-CAMPUS:** Fraser Building

**WORK STUDY WAGE  
HOURS AVAILABLE:** 240

**HOW TO APPLY:** Please send a resume and cover letter to [lawext@uvic.ca](mailto:lawext@uvic.ca)