

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE : LAW 9– Admissions Clerk (CUPE)
Law Admissions Office

DEPARTMENT NAME : Faculty of Law

CONTACT NAME : Lori Klear

JOB DESCRIPTION:

Assembling and updating admission files; scanning and labelling files; creating and populating Excel spreadsheets, executing mail merges and other general office duties, including processing mail and electronic filing.

QUALIFICATIONS :

Strong computer and clerical skills are required. Attention to detail is essential. Must have proficient working knowledge of Excel and be comfortable using a variety of software including Acrobat and other web-based applications, including UVic systems. Must have the ability to accurately handle large volumes of time-sensitive information and the ability to act effectively and professionally in a respectful office environment.