

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE : OREM 11 – Office Assistant (CUPE)

DEPARTMENT NAME : Office of the Registrar and Enrolment Management

CONTACT NAME : Heidi Neeves and Tatiana Percival

JOB DESCRIPTION:

These positions will work closely together to assist the Central Services team with general administration, daily workload and ongoing projects related to records management and procedure, WUDLQLQJ DQG SROLF\ GRFXPHQWDWLRQ UHSRVLRQ, x 3 H creation and formatting of documents, x Applicants must possess experience inputting information accurate SURILFLHQW LQ 0LFURVRIW 2IILFH \$GREH \$FUREDW '& DQG VV

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