

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: OREM 5 – Research (Admissions) (CUPE)

DEPARTMENT NAME: Undergraduate Admissions

CONTACT NAME: Bethany Truman

JOB DESCRIPTION:

Assist the Undergraduate Admissions team with ongoing projects and creating applicant records. Work Study students will learn the admission process by creating and updating records in BANNER, entering transfer credit information, filing documents, assisting with data integrity sweeps, purging documents based on UVic's records management and privacy policies, and creating and removing documents in the ING database. Work Study students are not limited to the tasks listed above and may also be required to research admission and transfer credit policies from post-secondary institutions in North America, scan and index documents, and organize and archive transcripts

QUALIFICATIONS:

The successful candidate will be able to work independently and as part of a team. Good organization skills and attention to detail are critical. Adherence to the Freedom of Information & Protection of Privacy (FOIP) as it relates to students records is required. Most projects will be computer-based, requiring proficiency in Microsoft Word, Excel and Connect. The ability to work on different platforms such as Outlook, APEX programs and MS Teams is considered an asset. On occasion, small amounts of lifting may be required.

JOB LOCATION ON-CAMPUS: Undergraduate Admissions (Main Floor, JCC)

WORK STUDY WAGE: \$18.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$ 2.00/hour (plus 4% vacation pay)

HOURS AVAILABLE: 340

HOW TO APPLY: Cover letter and Resume to:
Bethany Truman, Administrative Assistant-
Undergraduate Admissions
admsadmin@uvic.ca

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>