

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: OREM 7 - Research (Records) (CUPE)

DEPARTMENT NAME: Office of the Registrar and Enrolment Management

CONTACT NAME: Anna Gardziejewska

JOB DESCRIPTION:

Assist the Undergraduate Records Team with ongoing projects related to maintaining the integrity of student records. Work Study students will learn processes such as scanning and indexing documents, filing, photocopying, sending emails, managing Excel databases with high student volume, and using Student Information Systems (SIS) such as Banner to review and update student records. Additional responsibilities may also include the following: Conduct reviews of postsecondary academic policies, regulations, and practices; compare and contrast information in the UVic academic calendar (current and archived); analyze results of surveys and research to produce statistics and/or