

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** GARO - Graduate Front Desk and Applications Assistant

**DEPARTMENT NAME:** Graduate Admissions and Records Office (GARO)

**CONTACT NAME:** Rachel Strandquist

#### JOB DESCRIPTION:

In keeping with FOIPP (Freedom of Information and Protection of Privacy) regulations:

- Respond to general inquiries by email, telephone and in person; in the case of more complex inquiries, forward to the correct staff member in GARO or other departments
- Receive and process incoming mail and forward to the correct GARO personnel
- Produce a variety of letters, using student data retrieved from the Banner system
- Scan and index electronic usd euf\_0.004d\$2.00/su (un)ps (st)9/(v)2 (id) (p)17 (et)2 (ec)12 (a red)12 (he o

**HOURS AVAILABLE:** 340 hours

**HOW TO APPLY:** Email cover letter and detailed resume to [dirgaro@uvic.ca](mailto:dirgaro@uvic.ca)

(Rachel Strandquist, Director of Graduate Admissions and  
Records)

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>