

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE : PSYC6 – Clinic Admin and Clerical Assistant (CUPE)

DEPARTMENT NAME : Psychology

CONTACT NAME: CONTACT-13.6 (- [(CO)-9.6 (NT)-2.7 (A.CO)-9.6 /TT2- [(C-13.6636.3602 Tc 0.002 Tw 11.04 -0 0)10.5

As a clerical assistant, you will report to the Clinic Director and Clinic Secretary. In this role, you will perform various clerical tasks such as:

• Management of closed case files, including possible digitization (scanning) of confidential

• Development and workflow sheets for new electronic health record keeping systems
• Promotion and increase awareness of the UVic Psychology Clinic's services
• Distribution of resource pamphlet and spreadsheet – verifying that resources on list are current

• Management of clinic organizational and communication tasks

• Support of Clinic Director on small projects (e.g., organization of files, archiving tests, etc.)

• Administration of patient and feedback surveys

• Maintenance of confidentiality as per clinic and university policies

• Management of clinic minutes to Teams (dating back from 2001)

• Maintenance of clinic office with research articles, etc.

• Management of tests available on computers/ipads in the clinic, as well as tests on Q-Global and

• Management of clinic office to have the list laminated

Applicants with previous clerical work experience, demonstrating efficiency in Microsoft Office (Excel, Word, and Teams). Experience with web design and/or graphic design (e.g., Inva, Powerpoint, Wix). Previous work in a medical or other clinical environment is preferred. Due to the highly confidential nature of many files in the clinic, the successful applicant must be able to sign a confidentiality agreement and undergo training as per the Clinic

Qualifications: communication, timeliness, attention to detail, collegiality, computer proficiency

REQUIREMENTS:

Psychology Clinic – Cornett A163

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

HOURS AVAILABLE : 100 hours

HOW TO APPLY: Please email cover letter and resumé to psychology@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>