

2024/2025 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE : UNEX 1 - Digitization Assistant (CUPE)

DEPARTMENT NAME : Continuing Studies

CONTACT NAME : Miranda Angus

JOB DESCRIPTION:

- Responsible for scanning and digitizing a variety of records and documents, including physically preparing documents for scanning and separating documents into appropriate electronic files, and performing quality control to ensure documents are scanned correctly and clearly.
- Responsible for helping to organize electronic files on LAN in accordance to UVic's Directory of Records.
- Responsible for helping to physically organize cabinets.

QUALIFICATIONS :

- Ability to upload and save Word/PDF documents
- Ability to manage office hardware (scanner)
- Ability to lift up to 10lbs if needed
- Strong organizational skills
- Ability to manage performance of self if working outside standard office hours

JOB LOCATION ON- CAMPUS: Continuing Studies Building

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

DEPARTMENT TOP UP: \$4.00/hour (plus 4% vacation pay) delete if not applicable

HOURS AVAILABLE : 100

HOW TO APPLY: Send resume and cover letter to uvcsprogramdev@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>