

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

JOB TITLE : UVSS 1 - Office Assistant 1

DEPARTMENT NAME : University of Victoria Students' Society, SUB General Office

CONTACT NAME : Terri Tan

#### JOB DESCRIPTION:

- x maintain an accurate filing system
- x sorting and processing of mail
- x assist in UVSS room booking requests
- x assist in responding to email requests

The student will be trained by the General Office Manager in administrative duties of varying complexity and nature to gain valuable experience working in a busy office environment.

#### QUALIFICATIONS :

- x must be punctual and reliable
- x ability to maintain accurate records and filing system
- x be proficient in Microsoft Office
- x good working knowledge of the UVic campus ability to provide a high level of customer service at all times

JOB LOCATION ON- CAMPUS: Student Union Building, SUB General Office, B128

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

HOURS AVAILABLE : 125

HOW TO APPLY : Submit resume and cover letter including allotted Work Study hours and availability to: Terri Tan via email [alma@uvic.ca](mailto:alma@uvic.ca) or deliver in person to the SUB General Office, Room B128 of the Student Union Building.

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>