

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

JOB TITLE : UVSS 7 - Administrative Assistant

DEPARTMENT NAME : University of Victoria Students' Society- SUBtext

CONTACT NAME : James Ziolkoski

#### JOB DESCRIPTION:

- Organization of basement storage, including merchandise and marketing fixtures
- Organization of administrative files, including disposal of outdated files
- Aids with marketing, particularly in developing informational FAQ videos for Facebook and Instagram
- Assists Manager with administrative upkeep, including processing of stale dated cheques
- Completes other related duties as assigned by the Manager

#### QUALIFICATIONS :

- Preference will be given to those with experience in a bookstore environment
- Strong written and verbal communication skills
- A commitment to good customer service

JOB LOCATION ON- CAMPUS: SUBtext, SUB A124

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

HOURS AVAILABLE : 125

HOW TO APPLY : Resume and cover letter accepted via email [subbooks@uvic.ca](mailto:subbooks@uvic.ca) or in person at SUBtext, SUB Room A124, Attention: James Ziolkoski, Manager SUBtext. Please include the total number of work study hours you are approved for in your cover letter.

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>