

JOB DESCRIPTION

OFFICE ASSISTANT 2 – SOCIETY FOR STUDENTS WITH A DISABILITY

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Provides administrative support to the Society for Students with a Disability.

ORGANIZATIONAL RELATIONSHIP:

1. Is responsible to the SSD Board of Directors and the General Manager through the SSD Office Coordinator.
2. Reports to the SSD Office Coordinator.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Answering inquiries in the SSD Office.
2. Reception, telephone, data entry, mail processing and associated office duties.
3. Provides coverage in the SSD Office as required.
4. Other related duties as assigned by the SSD Office Coordinator.

QUALIFICATIONS:

1. Must be an active member in good standing of the University of Victoria Students' Society.
2. Minimum four months experience working in an office environment is required.
3. Demonstrated knowledge on the subject of disabilities.
4. Must be punctual and reliable.
5. Must be able to work independently with little supervision and make and implement decisions.
6. Must be dedicated to supporting SSD members or clients.
7. Must be familiar with Microsoft Office for Windows or Mac.
8. Ability to maintain accurate records and filing systems.
9. Demonstrated ability to be flexible and to respond to difficult situations.
10. Demonstrated attention to detail is required.
11. Adaptive technology training an asset.
12. Experience with creating a safe space an asset.

This is a student job and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.

Preference will be given to a candidate with a disability.