



## Staff Opening

<b>Posting</b>	2015.31
<b>Position</b>	Records Assistant, Chilliwack campus
<b>Department</b>	Office of the Registrar
<b>Status</b>	Staff, 50% full-time, Temporary (Maternity leave replacement)
<b>Start Date</b>	May 25, 2015
<b>Contract</b>	May 25, 2015 – May 24 2016 (with possible extension)
<b>Salary Scale</b>	\$1,541.77 - \$1,822.94 per month (Staff pay group 4)
<b>Closing Date</b>	April 6, 2015

The University of the Fraser Valley is the school of choice for 16,000 students annually more than 100 programs, including two master's degrees, 15 bachelor's degrees, majors, minors and extended minors in more than 30 subject areas, and more than a dozen trades and technology programs. We are committed to teaching excellence. Our foundation for academic excellence is small class sizes, support for active research and scholarship, and a friendly supportive environment open to collaboration and innovation.

### Duties & Responsibilities

Under the general policies and procedures of the Registrar's office, the Records Assistant is primarily responsible for handling requests for confidential information from law firms, maintaining records through filing and scanning systems as well as supporting the duties of the Records and Graduation Officer(s) as required. Responsibilities include document imaging, filing, archiving, data entry of graduation requests and assisting in the distribution of graduation packages and parchments. Other duties include performing a variety of functions and data entry tasks related to student records (eg. check (proof) for accuracy on the grad roll and maintain systems for tracking), as well as providing general administrative support to the Records and Graduation Officer(s).

### Qualifications

Completion of a recognized certificate in office administration from a recognized post-secondary institution. One year related experience, with knowledge of a university registration and records system. Knowledge of UFV and the BC post-secondary education system is an asset. High level of organizational and clerical skills combined with a good working knowledge of office procedures. Good problem-solving and interpersonal communication skills as well as an ability to manage multiple demands quickly and accurately with an attention to detail while performing repetitive tasks. Proven ability to work independently and to work effectively as a team member required. Computer proficiency is required, especially with Microsoft Office and a variety of related software and equipment (e.g. scanner). Experience with Banner is an asset.

Shortlisted applicants may be required to undergo a criminal record check. Shortlisted applicants will also be required to provide copies of their most recent evaluation summary.

Direct resume including evidence of appropriate qualifications by **April 6, 2015**, referring to **POSTING 2015.31** to:

### Human Resources

**University of the Fraser Valley**

**33844 King Road, Abbotsford, BC, Canada V2S 7M8**

**Tel: (604) 854-4554 Fax: (604) 854-1538 Website: [www.ufv.ca](http://www.ufv.ca)**

**Email resumes and cover letter to: [hrinfo@ufv.ca](mailto:hrinfo@ufv.ca)**

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. In an effort to be both environmentally and fiscally responsible, UFV will contact only candidates receiving an interview. We thank all applicants for considering UFV for employment.

**UFV is committed to the principle of equity in employment.**