

## Duties & Responsibilities

The Generalist, Office of the Registrar must engage with all aspects of the Registrar's office business in order to better serve students, staff and faculty. Responsibilities include assisting in the processing of applications, data entry, scanning and answering student inquiries related to their applications; working on the front counter at busy times of the year such as registration or fee payment deadline; supporting the room booking and scheduling process, which includes data entry as well as analysis of the room allocation report. The Generalist will also support with the data entry of course outlines; support the data entry of applications for graduation; support convocation with setup and support including handing out of parchments, and support special projects during the year.

## Qualifications

Completion of a recognized certificate in office administration from a recognized post-secondary institution. Banner knowledge for both registration and processing payments is required. Minimum two (2) years' experience providing administrative support in an office, preferably in a post-secondary institution environment.

Short listed applicants may be required to undergo a criminal record check.

## How to Apply

Direct resume including evidence of appropriate qualifications by **July 14, 2014**, referring to Posting **#2014.72** 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.

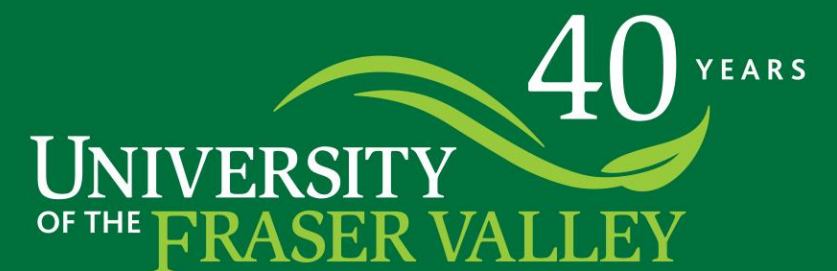
UFV is committed to the principle of equity in employment.

# Staff Opening

Posting:	2014.72
Position:	Generalist, Office of the Registrar
Department:	Office of the Registrar
Status:	Staff, 50% full-time, Temporary (Maternity Leave replacement)
Start Date:	As soon as possible after closing date
Contract Dates:	As soon as possible after closing date – July 2015
Salary Scale:	\$1,633.77 - \$1,941.05 per month (Staff pay group 5)
Closing Date:	July 14, 2014

## About UFV

The University of the Fraser Valley is nationally recognized for its commitment to teaching excellence, community relevance, and Indigenization. With over 100 programs, from graduate and undergraduate arts, science, and professional degrees, to trades and technical education, UFV is the school of choice for over 15,000 students. Learn more about UFV's forty-year history at [ufv.ca/40](http://ufv.ca/40)



[ufv.ca/hr/careers/](http://ufv.ca/hr/careers/)