

University of Victoria Graduate Students' Society

Job Posting: Office/Governance Coordinator

Posted: March 10, 2026

Position type: Permanent, part-time, 21 hours/week average (full-time hours in September)

Wage: \$27.80 until March 31, 2026 thereafter \$28.92 – unionized position, twice annual increases

About the UVIC Graduate Students' Society (GSS)

The GSS is a non-profit society serving nearly 3000 graduate students studying at UVIC. We provide services like the UPASS (bus pass), Extended Health and Dental insurance, meeting spaces, and democratic representation on campus to grad students. Our goal is to improve the welfare of our members and the experience of graduate studies at UVic.

About the Position:

The Finance and Benefits Coordinator is responsible for managing cash supplies for the front office and Grad House restaurant, processing and filing accounts payable and receivable. They are also responsible for processing enrolment and eligibility for our student health and dental insurance plan and reconciling monthly health insurance bills. Lastly, they serve as the staff liaison on the Appeals Committee, which assesses appeals to opt in or out of GSS services. This position plays an integral role in the financial checks and balances for the organization.

Schedule:

The GSS is committed to preferred hiring for current GSS union members and GSS society members (current UVic grad students). We review scheduling with our staff each semester to adjust for classes, other academic work, etc. The core hours for this position are:

Monday-Thursday: 11:00am to 4:00pm (20 hours per week)

For six weeks at the start of the academic year (September), this position works full-time, 35 hours per week, exact start and end dates for full-time hours to be negotiated with the successful candidate.

Duties

Financial Administration

- Perform cash counting, prepares and makes Credit Union deposits for GSS services including Grad House Restaurant
- Ensures adequate supply of cash floats and change for GSS services include Grad House Restaurant
- Reconcile cash floats monthly
- Process supplier invoices related to the Operating Fund and Health and Dental Fund (data entry into QuickBooksOnline, cheque printing) as directed by the Operations and Services Manager

- Prepare invoices for GSS front office services as directed by the Operations and Services Manager
- Filing accounts payable and receivable materials in the bookkeeper office

Health and Dental Plans Administration

- Leads liaison with insurance broker and provider
- Processes enrolment and manages eligibility criteria for insurance plans
- Reconciles monthly enrolment and triannual invoices with membership enrollment record
- Provides recommendations to the Executive Director on the plans upon request
- Coordinates appeal process for fee appeals related to the plans and other GSS services
- Handles confidential information
- Works with the plan broker and insurer to support service delivery to members
- Other duties as assigned

Office Administration (shared duties with two Office Coordinators)

- Reconcile services sales records monthly
- Provides front desk/reception services for all GSS services approximately 1 hour per work day
- Handles payment transactions for GSS service opt-ins and creates refund requests for opt-outs
- Handle confidential materials
- Maintain records for reports on use of services
- Coordinate room bookings, maintains room booking system
- Distribute mail
- Maintain presentable work environment
- Other duties as assigned

Skills Required:

Financial and Benefits administration skills:

- High level of skill managing data using Microsoft Excel
- Experience with QuickBooks Online
- Understanding of Canadian basic/extended health insurance structures
- Experience in Health & Dental Benefit program administration, including broker communications
- Accuracy in data entry and records management skills
- Strong working knowledge of standard office equipment and software, technology-based communications media and desktop publishing
- Maintain administrative procedures and consistent systems
- Familiarity with privacy regulations and ability to handle confidential materials
- Confidence using Microsoft Office Suite, Adobe, Outlook email and calendars

Organizational skills:

- Able to organize workload efficiently to meet deadlines and to keep others organized often with multiple demands and regular interruptions
- Demonstrate strong skills to do independent work, to problem solve and to make decisions in an office environment
- Focus on solution oriented problem solving

Service oriented:

- Commitment to excellent work and a positive attitude
- Able to exercise initiative, good judgment, tact and diplomacy in providing customer service
- Create a friendly and welcoming environment for our members
- Exercise strong listening skills and patience in problem solving
- Sensitive to the needs of students

Qualifications:

- 2+ years' experience in office administration or customer service
- 2+ years' experience in Excel for managing large data sets
- 1+ years of experience with QuickBooks Online preferred
- 1+ year experience in non-profit administration preferred
- Current or recent UVIC graduate student preferred
- Familiarity with university, UVIC information systems, graduate students an asset
- Familiarity with non-profit and volunteer environments an asset

As a unionized workplace, the GSS will consider any qualified internal candidates prior to external candidates. The GSS also prioritizes applications from qualified UVic graduate student candidates.

How to apply:

Send your cover letter and resume to the attention of Ms. Kyla Turner, Executive Director via email to gssmgr@uvic.ca. Please attach the cover letter and resume as a single PDF file and use "Finance and Benefits Coordinator Posting" as the email subject.

We thank all applicants in advance for their time and consideration however only candidates considered for an interview will be contacted.

This posting will close on March 24, 2026 at 4:00 pm or once the position is filled.