



College of Veterinarians of British Columbia

**Are you looking for a student placement opportunity?
Come join the team at the College of Veterinarians of British Columbia**

The mandate of the College of Veterinarians of British Columbia (CVBC) is to ensure that the public and animals of B.C. are served by a competent and ethical profession. To do this the CVBC must set and enforce standards of practice and conduct that apply to all veterinarians in B.C.

Employment Type: Casual/Part Time with potential for summer full time

Compensation: based on skills and experience

Location: Richmond, BC

Qualifications: Information Technology Student, Pre- Veterinary student, Agriculture Student, Pre-law student, Registered Veterinary Technician student,

Hours of Work: Flexible based on student schedule within the hours of 8:30 am and 4:30 pm

Posting Closes: January 15, 2021

Please submit a resume and cover letter describing how your skill sets would contribute to the responsibilities noted below with the email heading “summer student” to: feedback@cvbc.ca

PURPOSE

To assist CVBC Division Managers by supporting program delivery and administrative tasks in the areas of registration, facility accreditation, and complaints and investigation.

KEY RESPONSIBILITIES

- Assist with the development of consistent file naming system across divisions
- Support the implementation of a communications standard
- Assist with updating the database and developing and pulling database reports
- Building and populating division specific databases with the support of the IT team
- Assist with the development of inspection tools and training
- Digitizing records and files
- Develop website materials and communication tools for social media
- Review archived records and update
- Take incoming calls and refer or provide support where appropriate

CONFIDENTIALITY

Involved in accessing, reviewing, and working with confidential information and as a result confidentiality agreements must be signed and abided by.

REPORTING

1. Registrar and Deputy Registrar

KEY COMPETENCIES (Knowledge, Skills and Abilities)

1. Exceptional communication skills
2. Attention to detail and excellent documentation and reporting experience
3. Computer skills - database and web based experience desired
4. Excellent time management