



Operations Assistant

Continuing Education
School of Business

Job Posting: U17-194 **Closing Date:** December 13, 2017
Position Type: Full-time/ Regular **Location:** Interurban Campus
Start Date: January 2, 2018
Schedule: Monday - Friday; 8:00 am - 4:00 pm (35 hrs/week)
Salary: Pay Grade 9; \$24.78 to \$26.49 per hour
Replaces: C. Powell (K. Trotter , incumbent in term position)

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

GENERAL STATEMENT

With minimal supervision, provides administrative and operational support to School and Continuing Education programs and entrepreneurial activities. Performs a variety of tasks and projects in support of the Department Chairs, Deans and Coordinators in the coordination, scheduling and facilitation of courses, programs and activities. Works with sensitive and confidential information. May require working evenings and weekends.

TYPICAL DUTIES:

- Coordinates the preparation of timetables and course schedules. This includes soliciting information, compiling, transcribing and proofreading information from departmental chairs, coordinators and the dean as well as liaising with other college departments until a final document is produced;
- Coordinates the development, revision and proofreading of the seasonal school and Continuing Education calendars. This includes gathering and disseminating information, ensuring consistency and compiling data. It involves liaison with members of the departments and other departments in the college such as the Registrar's Office, Curriculum Committees and Communications and Advancement;
- Facilitates, organizes and supports special events such as annual graduation/awards ceremonies, program orientations, information sessions, education fairs and cross School events;
- Assists department chairs, coordinators and other personnel in the marketing and implementation of current and new programs. This includes monitoring and maintaining data bases of student enrolment reports and potential students; participating in open house; organizing career fairs; developing and maintaining brochures and information sheets, advertising, etc. May coordinate the development of the School website and monitor it for currency;
- Coordinates and disseminates a variety of information such as current and accurate program and course information, promotional materials, course packages and materials, and instructor contract packages. This may be done by phone, in person, by mail, and/or by e-mail;
- May coordinate the preparation of exam schedules by liaising with department chairs, deans and data management to solicit, compile and transcribe information;
- Participates on appropriate college, school and departmental committees;
- As required, coordinates classroom requests and ensures appropriate course materials and equipment are available and may arrange instructor access to rooms through key and access card distribution;
- May review instructor contracts for operational support issues, and provide orientation and course delivery support to instructors as required;

- Gathers and researches information as necessary for committees and/or Deans and produces reports as requested;
- Performs a variety of clerical duties as required;
- Performs other related duties similar in scope and complexity.

QUALIFICATIONS

Grade 12 plus Office Management diploma or equivalent training together with four years of prior related experience in an automated office environment or an equivalent combination of education and experience.

- Demonstrated ability to take responsibility, display initiative, problem-solve, and make independent decisions
- Demonstrated ability in relating to and working effectively with college staff, students and the general public
- Thorough knowledge of college and school policies, procedures, educational programs and services is advantageous
- Proven record of excellent organizational skills and extensive knowledge of word-processing, spreadsheets and database applications
- Excellent oral and written communication skills

All interested candidates are encouraged to apply; to be considered for employment, applicants must meet the qualifications of the position and be eligible to work in Canada.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer