



Operations Assistant

Administration

Registrar's Office

Job Posting: U19-048
Position Type: Full-time Term
Start Date: May 1, 2019
Schedule: Monday - Friday; 8:30 am - 4:30 pm (35 hrs/week)
Salary: Pay Grade 9; \$25.26 to \$26.99 per hour
New

Closing Date: April 3, 2019

Location: Lansdowne/Interurban Campus

End Date: March 31, 2020

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 a specified Service Division's programs, goals and entrepreneurial activities. Performs a variety of tasks and projects in support of the Director/manager and department including the coordination, scheduling and facilitation of projects, related programs and activities. Works with sensitive and confidential information. May require working evenings and weekends.

TYPICAL DUTIES:

- Coordinates and/or completes the preparation of a variety of documents, reports and project plans. This includes soliciting information, compiling, transcribing and proofreading information from director, managers, other department members as well as liaising with other college departments until a final document(s) is produced;
- Establishes and maintains a variety of division/departmental or relevant college-wide database and record keeping systems, databases, and applicable procedures, etc ensuring accuracy, consistency and security; submits or provides data and related information to other college departments (eg Finance), other personnel or external contacts as required;
- Conducts research, analysis and reporting to support the division's or departments' goals, policies and objectives; assists, participates in or leads the planning, design and conducting of research activities.
- Plans, develops and disseminates outreach and information-sharing to internal and external stakeholders to support the promotion and implementation of current/new programs and activities. This includes writing articles, posters, newsletters, and other college-wide communications; supporting website/social media content and design; and liaising with Communications and ITS staff as required. This may be done by phone, in person, by mail, and/or by email;
- Develops initiatives to promote division's/department's goals through college-wide activities such as information sessions, presentations, communications, events, and/or advisory committees; assists with the development of presentation materials; engages and works collaboratively with other departments and students on the implementation of activities;

- Facilitates, organizes and supports special events, new staff orientation, workshops, campus tours and other events including college-wide events;
- Participates and represents the department on various committees, provides coordination/administrative support and may facilitate as requested by supervisor;
- On an as-needed basis, provides leadership and guidance to students (co-op and/or student aide) and liaises with external contractors
- Performs a variety of clerical duties as required;
- Performs other related duties similar in scope and complexity.

QUALIFICATIONS

Grade 12 plus 2 year diploma in a relevant field with four years of prior related experience or an equivalent combination of education and experience.

- Demonstrated ability to take responsibility, display initiative, problem-solve, and make independent decisions
- Proven research and analytical skills with accuracy and attention to detail
- Demonstrated ability to develop positive relations and work effectively with external and internal stakeholders, college employees, students and general public
- Proven record of solid organizational skills to plan appropriately, to prioritize and meet deadlines and an extensive knowledge of MS Office suite and database applications
- Excellent communication skills including making presentations and knowledge of community-based marketing techniques

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.

Note: Eligibility to work in Canada is granted through citizenship, permanent resident status or a work permit. You must be a Canadian citizen or permanent resident to accept a permanent job offer (unless stated otherwise in the posting). If you have a valid work permit, you may be eligible for temporary work but only until your work permit expires or is renewed.

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