

Position Title: Program Assistant (Regular Part-Time, 75%)

Department: Extended Studies

Affiliation: NSGEU Group 4

Salary: Per the Collective Agreement

Hours of Work: 26.25 hours per week as scheduled

POSITION SUMMARY

The Program Assistant will provide office support as well as onsite program support to the Saturday youth programs offered through Extended Studies. Working with the Manager, Extended Studies, and the Extended Studies Assistant, the Program Assistant will assist with programming administration, coordinate the youth summer, March Break and Saturday programming.

SPECIFICATIONS

- Work in conjunction with the Manager, in course planning, database updates, instructor communication, web administration, and advertising campaigns
- Oversee the development, implementation, and evaluation of youth programming for the School of Extended Studies. Includes the responsibility of coordinating directly with selected youth instructors regarding scheduling term-by-term, constructing ideas for innovative new youth courses, on-site program delivery and effectiveness, management of youth exhibitions/events.
- Create class lists for instructors, security and the service center. Prepare course outlines and handouts as necessary.
- Manage and maintain inventory for the School of Extended studies. Source and track materials for courses.
- Update and maintain the School of Extended Studies webpage as required.

REQUIREMENTS

Completion of a Degree from NSCAD or another Fine Arts institution in addition to demonstrated familiarity with extended studies programming (or an equivalent combination of training and experience) is required. The successful candidate must have youth art teaching and programming experience. Proficiency in keyboarding and business applications using MAC OSX computer (word processing, desktop publishing spreadsheet, E-mail, graphic design applications [Adobe Creative Suite], social media) is essential.

APPLICATION PROCESS

Applications should be sent to Human Resources via email to careers@nscad.ca. Applications should include a cover letter and detailed CV.

Deadline for applications: December 15th, 2017

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents of Canada will be given priority in this search. NSCAD University is committed to employment equity and values a diverse and inclusive workplace. NSCAD appreciates all applicants, however only those selected for an interview will be contacted.