Vacancy Notice

Position Title: Program Development Assistant (Term)
Department: Extended Studies
Affiliation: NSGEU Group 4
Salary: $35,231 - $39,512
Hours of Work: 35 Hours/week, Term position ending August 31, 2019

POSITION SUMMARY

Reporting to the Manager of Extended Studies, the Program Development Assistant will provide office support as well as onsite program support to international study tours, professional development for teachers, and new initiatives of the Extended Studies Unit. The Program Development Assistant • Oversee the development, implementation, and evaluation of international study tours, professional development for teachers, and new programming for the School of Extended Studies. Includes the responsibility of coordinating directly with selected instructors regarding scheduling term-by-term, constructing ideas for innovative new courses, on-site program delivery and effectiveness, management of exhibitions/events.

SPECIFICATIONS

- Work in conjunction with the Program Assistant, in course planning, database updates, instructor communication, web administration, and advertising campaigns.
- Develops customized training programs at the direction of the Manager.
- Creates class lists for instructors, security and the service center. Prepares course outlines and handouts as necessary.
- Prepares mailings, time sheets and purchase orders, performs record keeping (for supplies, budgets, course costs, purchase orders, time sheets, registration, key sign-out, instructor records).
- Manages and maintains inventory for the School of Extended studies. Sources and tracks materials for courses.

REQUIREMENTS

Completion of an Undergraduate Degree (or an equivalent combination of training and experience) is required. The successful applicant must be familiar with Extended Studies programming and trends and have 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. Strong organizational and interpersonal skills and an ability to communicate with students, staff, faculty, and the general public is required. Well-developed organizational and time management skills are required. The incumbent must be capable of working both on their own with little supervision and participating as part of a team as the situation requires along with a capacity to supervise.

APPLICATION PROCESS

Applications should be sent to Human Resources via email to careers@nscad.ca. Applications must 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.