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U N I V E R S I T Y

POSITION TITLE:	Program Development Assistant
SALARY RANGE:	Classification Group 4 ($35,671.56 -$40,006.39)
UNION:	NSGEU Local 82
DEPARTMENT/DIVISION:	Extended Studies
HOURS OF WORK:	Regular Full-Time, 35 hours per week; 9:00 a.m. – 5:00 p.m., Monday to Friday; Some evening and week-end work may be required for special events/programming.

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Reporting to the Manager of Extended Studies, the Program Development Assistant will provide business analysis of new and current initiatives as well as onsite program support to international study tours, professional development for teachers and new initiatives.

The Program Development Assistant 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). Participation in special outreach events, such as "artist for a day", as required.

DUTIES & RESPONSIBILITIES

- Work in conjunction with the ES staff, in course planning, database updates, instructor communication, web administration and advertising campaigns.
- Develop customized training programs at the direction of the Manager.
- Oversee the development, implementation and evaluation of international study tours, professional development for teachers and new programming for the School of Extended Studies. Includes responsibility for coordinating directly with selected instructors regarding scheduling term-by-term, constructing ideas for innovative new courses, on-site program delivery and effectiveness and management of exhibitions/events.
- Ensure the efficient delivery of programming by, for instance, creating class lists for instructors, security and the service center as needed. Prepare course outlines and handouts as necessary.
- Manage and maintain inventory for the School of Extended Studies; source and track materials for courses.

SPECIFICATIONS

Applicant must be familiar with Extended Studies programming and trends and have art teaching and programming experience. Proficiency in keyboarding and business applications (e.g. word processing, desktop publishing, spreadsheet, e-mail, graphic design applications , social media) using MAC OSX is essential.

Applicant must have very good organizational, time management and interpersonal skills and the ability to communicate with faculty, staff, students and the general public. The ability to work on one's own with little supervision as we as a member of a team is essential. Supervisory ability is required.

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: Review of applicants will begin on **June 14, 2019** and continue until the position is filled.
All qualified candidates are encouraged to apply. Bargaining unit employees for NSGEU Local 82 are given first consideration followed by Canadian citizens and permanent residents of Canada. 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.