



NSCAD University – School of Extended Studies (Contract Student Position)

REMOTE POSITION

POSITION TITLE: Student Programming Assistant

SALARY RANGE: \$18 per hour

DEPARTMENT/DIVISION: Extended Studies

HOURS OF WORK: Temporary, Full Time, 35 hours per week. 9:00 a.m. to 5:00 p.m. Some weekend and evening work may be necessary

POSITION DESCRIPTION

Reporting to the Interim Director of Extended Studies, the Student Administrative Assistant will provide office support as well as program support to the courses offered through Extended Studies. During the week the Student Administrative Assistant will be working with the Extended Studies team to assist with programming administration, maintain databases using Dashboard/WordPress, maintain social media, and general admin work.

DUTIES

- * Work in conjunction with the Program Assistant in course planning, database updates, instructor communication, web administration, and advertising campaigns
- * Assist with the development, implementation, and evaluation of programming for the School of Extended Studies. Includes liaising between selected instructors and the ES Programming Coordinator in scheduling the term.
- * Updates and maintains the School of Extended Studies webpage as required.

FORMAL REPORTING LINE

The Student Administrative Assistant reports to the Interim Director, Extended Studies.

The Student Administrative Assistant consults daily with the Program Assistant and works closely with the members of the Extended Studies Services Team.

REQUIREMENTS

To be eligible for this position, the applicant must be a NSCAD University Student and be familiar with Extended Studies programming. 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.

The incumbent must have very good organizational and interpersonal skills and an ability to communicate with students, staff, faculty, and the general public. 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.