

POSITION TITLE: On-call Department Support Assistant (Advanced Level Pay Grade 14)

REPORTS TO: Administrator Responsible

DATE: March 2017

LOCATION: North Vancouver Campus

SUMMARY

The on-call Department Support Assistant is responsible for the provision of clerical support to Programs and Departments within the Divisions as required. Under the direction of the Administrator or Administrative Assistant the on-call Department Support Assistant uses a considerable level of proficiency with Microsoft Office software and desktop publishing skills to meet departmental administrative requirements, for example curriculum/instructional materials, copyright standards, contracts and clerical support required. The position requires strong team cooperation, initiative, and demonstrated ability to work independently on tasks and apply effective analytical thinking to solve problems. The on-call Department Support Assistant is aware of the Mission and Values of Capilano University, incorporating and practicing the values in everything they do.

DUTIES & RESPONSIBILITIES

1. Assists department/faculty with processing curriculum/instructional/departmental materials: i.e., layout design, graphics, charts, tables, or other formatting techniques.
2. Uses considerable word processing and desktop publishing skills to format departmental requirements; for example student manuals, exams, and other curriculum/instructional material.
3. Ensures consistency and accuracy in proof reading, editing and data entry, scanning.
4. Assists with arrangements for the printing and distribution of all department materials.
5. Organizes and maintains an electronic copy of all materials for future reference.
6. Provides clerical support to the departments and programs as required, transcribing minutes, meetings, travel arrangements, booking appointments, purchase requisitions as required.

REQUIRED EDUCATION & EXPERIENCE

1. 2 Year Post-Secondary related education, Office Management, Business Management Diploma.
2. Minimum of two years of current related work experience, preferably in a post-secondary environment.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

1. Thorough knowledge in Microsoft Office software: Word, Excel, and Access.
2. Excellent written communication skills with a thorough knowledge of business English, spelling and punctuation.
3. Ability to work independently, display initiative, and apply effective analytical thinking to solve problems.
4. Excellent organizational and time management skills with the ability to plan and prioritize tasks, and efficiently meet deadlines.
5. Ability to demonstrate effective team behaviors, in cooperation, active listening, tact, good judgment, and diplomacy.
6. Knowledge of systems for example; *Banner* and *Famis* is an asset.