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Job Title: Training Assistant (Temporary)  
Unit: Residence Services  
Supervisor: Manager, Education & Training  
Date: August 2 - September 11, 2017

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**Summary:**

Provides support to the Residence Life & Education department for the preparation and delivery of the RLES Training Program. This includes performing clerical duties, such as preparing and organizing Training materials for both attendees and presenters; collecting and processing assessment data; and other duties as assigned.

**Major Responsibilities and Duties:**

- A. Coordinate and assemble training binders, including photocopying and printing materials as required. This includes coordinating a Master Training Binder.
- B. Ensure presenters during August Training are equipped with required resources by transporting resource materials to on-campus training locations.
- C. Inventory and organize supplies for student-staff sign out (keys, uniforms, etc).
- D. Create posters and/or marketing materials for residence communities.
- E. Create evaluation forms from established Session Summary Forms.
- F. Collect and organize August Training Evaluation data.
- G. Assist the Manager, Education & Training with analyzing August Training Evaluation data.
- H. Perform other clerical and service duties similar in scope and complexity in support of the August Training Program
- I. Create the Optional Activity Guide and other training related resources
- J. Load and organize information on the Residence Life & Education CourseSpaces site
- K. Other duties as assigned

**Skills & Qualifications:**

Education & Experience

- Previous experience within Residence Life & Education or similar department is preferred
- Experience completing August Training or a similar program is considered an asset
- Prior clerical assistance is preferred

Skills

- Excellent written and oral communication skills
- Proven ability to work with limited supervision
- Proven ability to pay attention to detail
- Intermediate knowledge of Microsoft Office (particularly Word & Excel)
- Exceptional organizational and clerical skills

- Proven judgment and decision-making skills
- Ability to multi-task
- Ability to work with both PC & MAC computers
- Knowledge of AV & computer equipment
- Demonstrated initiative & foresight
- Ability to work in a fast paced and potentially distracting environment

### **Position Details**

- The incumbent works in a standard office environment
- The incumbent must be able to work a flexible schedule (availability to work Saturdays, Sundays and irregular hours)
- Compensation is at the rate of: \$12.00/hour

### **Remuneration**

- \$12.00/hour
- Between August 2<sup>nd</sup> and September 11<sup>th</sup> the incumbent can expect to work between 12 – 24 hours/week
- Shifts will vary in number and duration depending on the needs of the Residence Life & Education department and the schedule of the incumbent

### **Application Process:**

- Submission of resume and cover letter to Terry Forst (Manager, Education and Training) **BEFORE 4:30pm Friday July 21, 2017.**
- Application may be submitted via:
  - Email
    - tforst@uvic.ca
    - Entitle Email: Training Assistant
  - Fax
    - 250-721-8930
    - Please indicate “Attention Terry Forst” on cover page
  - In person
    - Craigdarroch Residence Office, University of Victoria
    - Indicate “Attention Terry Forst” on cover page