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

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 2nd and September 11th 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:
  o Email
    ▪ tforst@uvic.ca
    ▪ Entitle Email: Training Assistant
  o Fax
    ▪ 250-721-8930
    ▪ Please indicate “Attention Terry Forst” on cover page
  o In person
    ▪ Craigdarroch Residence Office, University of Victoria
    ▪ Indicate “Attention Terry Forst” on cover page