



Douglas College

## JOB POSTING ( INTERNAL )

<b>POSITION:</b>	Supervisor, Learning Services	<b>COMPETITION #:</b>	2010-034A
<b>DEPARTMENT:</b>	CLS-CEIT	<b>CLASSIFICATION:</b>	Pay Level 16
<b>REPORTING STATION:</b>	New Westminster	<b>SALARY RANGE:</b>	\$24.21 to \$27.71 per hour

This temporary, full-time position is available for the anticipated period of April 1 to Sept 30, 2010 (with the possibility of an extension). Shifts: Monday to Friday, 8:30 am to 4:30 pm.

### PRIMARY FUNCTION:

Supervises and coordinates activities related to college wide technical training, event support, Learning Management Systems (WebCT) and production of educational technology. Ensures that projects using such elements as multimedia, print materials and the World Wide Web are produced in a professional and effective manner in keeping with college expectations. Provides exceptional client-centred service on a consistent basis to all stakeholder groups

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Good working knowledge of English (verbal and written).
- Completed a two year diploma program in graphic design at a recognized post-secondary institution supplemented by two years of related work experience or an equivalent combination of education and experience.
- Excellent interpersonal communications, supervisory skills, and the ability to coordinate a wide variety of concurrent team projects. Highly developed organizational skills and the ability to meet deadlines.
- Demonstrated knowledge of and experience with a variety of specialized artistic skills including a thorough working knowledge of Windows-based skills programs such as Photoshop and desktop publishing programs such as Pagemaker. Proficiency on Customer Service Testing.
- Proven ability to develop and conduct workshops, instruct courses and training seminars together with the ability to develop course/workshop outlines, program objectives, learning materials, assignments and evaluation tools.
- Demonstrated creativity and imagination in art work.
- Working knowledge and demonstrated expertise in preparing artwork for printing and electronic publishing. Understanding of basic print production.

### [LINK TO JOB DESCRIPTION](#)

It is the responsibility of all interested applicants to ensure that a current resume and cover letter is received by the Employee Relations Department by **4:30 pm, March 25, 2010**. **Please ensure your resume clearly demonstrates how you meet the required knowledge, skills and abilities of the position for which you are applying.**

Late applications will only be accepted if the employee is absent from work due to sickness or vacation at the time of posting and provided the application is received before another applicant is selected.

Please submit your resume and cover letter to [jobs@douglas.bc.ca](mailto:jobs@douglas.bc.ca)

**NOTES:**

- Qualified internal applicants shall be given first consideration in filling this position.
- If no applicant fully meets the pre-requisites, appointment may be made at a lower classification level.
- Regular employees contemplating on applying for temporary positions should refer to Article 28.1(a) and Article 28.1(d) of the collective agreement.