Academic Commons is part of the University of Victoria Libraries and consists of the following units: Circulation Services, Music & Media and Curriculum Library. The Libraries are made up of approximately 150 employees including Faculty Librarians, professional and CUPE staff, and student assistants. The UVic Libraries support the teaching, research, and learning needs of our campus and the broader communities.

Reporting to the Director, Academic Commons and Strategic Assessment, the Staff Development and Administrative Assistant purchases, organizes, develops and facilitates training for approximately 150 library staff in three employee groups; provides basic communications and graphics support for the Academic Commons and Strategic Assessment unit; and, provides administrative support to the Director Academic Commons and Strategic Assessment.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Responsibility: Staff Training and Orientation - 40 %

Duties:

- Investigates training options, researches institutional and industry training practices, conducts training-related literature searches in support of planning activities, and makes recommendations for training options based on findings
- Coordinates orientation for new staff, and develops and communicates a variety of orientation and re-orientation opportunities
- Coordinates training for technical skills, communication, project management, supervisory competencies, and other topics on request
- Supports assessment of training needs through collaboration with unit supervisors and managers
- Researches, develops and delivers training and orientation sessions including the creation of training content and materials
- Liaises with various UVic departments and external vendors as required to coordinate training for libraries staff
- Develops multimedia training materials such as instructional screencasts, videos, PowerPoint and workbooks
- Supports assessment and evaluation of orientation and training opportunities
- Records and reports staff training statistics
- Manages purchases, reimbursements and budget reporting on a $15,000 account for staff training and development
- Supports libraries staff with registration for external professional development opportunities
- Reviews and evaluates training programs for suitability and relevance for Libraries staff with the director, as part of a team, or independently
- Maintains internal staff orientation and training materials on Connect

### 2. Responsibility: Administrative Support for the Director - 40%

**Duties:**
- Supports the director in an administrative capacity
- Supports the committees that the director chairs by creating agendas, taking minutes, and tracking actions
- Supports projects and assists with project management for projects initiated by or delegated to the director
- Works with the director to develop and track Operational Plan goals for the Academic Commons & Strategic Assessment portfolio
- Conducts information searches in online databases, and writes article summaries and reports to support decisions to be made by the Director
- Coordinates initiatives for the Academic Commons such as the annual Food for Fines Campaign
- Plans and schedules events and meetings
- Organizes and works on projects and committees (including recording of minutes) throughout the Academic Commons and Strategic Assessment areas
- Supports department recruitment related activities ensuring the employment of Human Resources best practices
- Determines requirements for supplies and equipment
- Serves on hiring committees

### 3. Responsibility: Communications and graphic support for Academic Commons and Strategic Assessment unit - 20%

**Duties:**
- Creates print and digital promotional materials, including web content for the Academic Commons and Strategic Assessment unit
- Creates designs, concepts, and sample layouts based on knowledge of layout principles, colour theory and aesthetic design concepts
- Creates design files that are print and web-ready, ensuring all files are prepared according to technical specifications
- Designs and illustrates program materials, library signage for internal
- Uses data visualization techniques to create graphics that facilitate the communication of Libraries' data and statistics
- Designs and supports the libraries’ SharePoint/Connect intranet site and the website; provides input to ensure the libraries website
- Develops, maintains and supports staff with web content development
- Monitors quality assurance on libraries' graphics projects related to Library facilities such as floor maps, building signage
- Creates internal library forms using word processing, drawing, and image editing programs
**REQUIRED QUALIFICATIONS:**

**Skills:**
- Excellent administrative and communication skills
- Strong interpersonal skills with an ability to work independently and as part of a team
- Strong public speaking, facilitation and training skills
- Ability to communicate ideas and beliefs with clarity and conviction
- Ability to adapt writing style to a variety of purposes and audiences
- Ability to adapt existing processes and deliverables when necessary to meet project needs and improve efficiency and quality
- Must be extremely well organized; capable of handling multiple projects, priorities and deadlines effectively
- Demonstrated proficiency with a variety of software and computer programs/systems and an ability to research and troubleshoot software problems.
- Ability to relate effectively with UVic staff, managers and external vendors with efficiency, tact and diplomacy.
- Ability to conduct effective research and write concise reports.
- Demonstrated proficiency in web and print publishing (E.g. Adobe Suite) including
- Strong visual and artistic graphic design skills and an ability to edit and optimize images for the web
- Enthusiasm for promoting lifelong learning, staff development with an ability to adapt quickly to new software and then train staff to use it.

**Specialized Knowledge/Education:**
- Expertise with the Microsoft Office Suite (PowerPoint, Excel, Publisher, Outlook and Word) and the Adobe Creative Suite (Photoshop, InDesign, and Illustrator)
- Completed coursework or certification in the areas of communications, office administration, and/or education are required
- InDesign document layout and production of newsletters, posters and promotional materials
- Writing and editing for print and web content
- Knowledge of the principles page layout, and presentation concepts
- Post-secondary education, preferably in education, communication or another related discipline is an asset

**Experience:**
- Two or more years of experience in an academic environment or office environment
- Experience working with sensitive and/or confidential information
- Experience working and training in an educational setting and delivering information to others
- Experience employing Human Resources best practices, and familiarity with hiring practices in a unionized environment
- Experience with web content publishing and web content management systems (Cascade), including HTML editors, basic web page design, effective content flow and content creation for the web
- Experience developing print and digital designs

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