

## **Office Manager at the Vancouver Island School of Art Job Share Position Description**

**Start date:** January 20, 2014

**Hours:** 21 hrs per week (Monday to Wednesday or Wednesday to Friday)

**Pay rate:** \$15.00/hour for three month probation period; \$16.00/hour after probation. An additional 8% holiday and vacation pay is added onto pay rate.

### **DUTIES:**

- all duties related to the running of the general office such as responding to front desk, email and telephone inquiries on a daily basis; student registrations, refunds, transfers
- maintaining Private Training Career Institutions Agency (PCTIA) and BC Student Aid by-law requirements and reporting
- preparing and balancing day end reports for credit/debit transactions and PayPal
- preparing month-end tuition and receivables reports from the database for accountant
- creating and maintaining of filing systems
- maintaining Course Outline records for fall and winter semesters
- overseeing program applications and follow up
- developing media notices, press releases and publicity for school
- proofing of flyers and other promotional materials
- designing posters for artist's talks and other events
- preparing signs, class lists, evaluation forms
- maintaining inventory of supplies (office and paper)
- organizing annual open house and grad ceremony
- opening the school routine in the morning
- preparing transcripts, tax receipts
- setting and overseeing tasks for School Assistants and Bursary workers including preparing classrooms for specific daily classes and workshops as well as the general upkeep of the school such as keeping rooms tidy and supplied with paper towels, soap; recording and maintaining of library acquisitions
- liaison with board, faculty and students
- acting as assistant to the Director; performing duties as requested

### **SKILLS REQUIRED:**

- minimum 2 years experience in working in an office environment including computer skills (knowledge of Microsoft Word, Excel and Outlook)
- effective interpersonal/communication skills
- capacity to meet deadlines and work under pressure
- accuracy and proficiency in written work (letter writing, etc.)
- basic knowledge of bookkeeping is an asset
- ability to work with a diverse staff, volunteers, faculty and Director
- strong community outreach skills
- experience in Adobe InDesign and Photoshop
- interest in contemporary art and community art education
- a kind and compassionate disposition