



If loving what you do and being good at it is your definition of a great career
...welcome to Douglas

CAREER OPPORTUNITY

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Posting Information

Posting Number:	00266
Title:	Publications Specialist/Trainer
Department:	CEIT
Location:	New Westminster Campus
Position Type:	Support Staff - Temporary
Full Time/Part Time:	Full Time
Regular/Temporary:	Temporary
What Douglas Offers	DO what you love. Be good at it. That's how Douglas College defines a great career. We're a community of citizens who are engaged -- with each other and, increasingly, with the world. Being one of the best colleges in Canada isn't just talk - it's something we work at every single day.
The Role:	Publications Specialist/Trainer researches, writes, edits, designs and maintains informational and instructional print and electronic documentation for CEIT and for College use while providing exceptional client-centered service on a consistent basis to all stakeholder groups.
Responsibilities:	<ul style="list-style-type: none"> - To research, write, edit, and design page layout for a wide range of instructional and informational documents. - To design educational and informational material. - To develop and present workshops and individualized instruction to employees. <p>For a full description of the responsibilities of this position please see the position description link below.</p>
To Be Successful in this Role You Will Need:	<ol style="list-style-type: none"> 1. Excellent working knowledge of the English Language (written and verbal). 2. Completion of a Print Futures Diploma or equivalent professional writing diploma or an equivalent combination of education, training and experience. 3. Excellent knowledge of print and electronic media production techniques, desktop publishing, web, and content management applications. 4. Proven research and interviewing skills. 5. Familiarity with content creation and maintenance using "Web 2.0" tools such as blogs, forums and Twitter feeds. 6. Familiarity with high-volume prepress requirements and also able to manage low-volume in-house print jobs on large format printers. 7. A high level of expertise in the use of a variety of software applications including, but not limited to, Wordpress, MS Office (Word & Excel), Adobe InDesign, Photoshop, Illustrator and DreamWeaver. 8. Demonstrated ability to keyboard 30 w.p.m. accurately together with a good working

knowledge of modern office practices and procedures including the use of standard forms of business communications such as memoranda, minutes of meetings, etc.

9. Ability to develop and implement communications plans for projects.

10. Ability to work with a minimum of direct supervision together with good organizational skills and an ability to establish priorities and achieve deadlines.

Link to Full Position Profile:	http://tinyurl.com/Publ-Specialist-Trainer-2013
Work Arrangements:	This temporary full-time position is available for the period of July 2, 2013 to November 29, 2013. Regular hours of work are 8:30 am to 4:30 pm, Monday to Friday.
Posting Type:	Internal/External
Grade or Pay Level:	S - Pay Level 11
Salary Range:	\$1,502.65 - \$1,679.69 bi-weekly
Quicklink for Posting:	www.douglascollegecareers.ca/applicants/Central?quickFind=50837
Posting Date:	06-14-2013
Closing Date:	Open Until Filled
Start Date:	07-02-2013
End Date (if applicable):	11-29-2013
Special Instructions to Applicants:	<p>Interested applicants must ensure that a resume and cover letter is submitted online. Please ensure your resume clearly explains how you meet the required knowledge, skills and abilities of the position for which you are applying.</p> <p>Qualified internal applicants shall be given first consideration in filling this position.</p>
<p><i>Douglas College is committed to being a workplace that is free of discrimination, that values diversity and is representative, at all job levels, of the communities we serve.</i></p>	
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