nscc

Operational Support

Administrative Assistant – Copyright Office
(Continuing, Full-Time Position)
(Commencing approximately. June 22, 2015)
Institute of Technology Campus, Halifax, NS
Competition No.2015-148

Nova Scotia Community College is committed to the success and fulfillment of every student – in education, in career and in life. We believe the future of our province lies in the power of learning. Our mission – Building Nova Scotia's Economy and Quality of Life through Education and Innovation is achievable through our vision of Transforming Nova Scotia one learner at a time.

The College values diversity in the workplace and strongly encourages applications from African Nova Scotians and other members of the visible minority community, Aboriginal peoples, persons with disabilities and men and women in non-traditional roles. Applicants from these designated groups wishing to self-identify may do so in their cover letters or by completing the Cultivating Diversity questionnaire at the end of the online application form.

The Opportunity: Reporting to the Director, Library & Information Services and under the general direction of the Copyright Officer, this position is responsible for inputting, logging and tracking all copyright information; performing an initial review of materials to ensure copyright clearance and academic integrity requirements have been met; communicating with staff and bookstores across the College to acquire all necessary information to enable the Copyright Officer to properly assess fair dealing, licensing or copyright permissions. In addition to this, the Administrative Assistant will be communicating with publishers and creators to request, acquire and track copyright permissions as well as guiding faculty in the acquisition of their own permissions; liaising with Print Services on printing/copyright clearance workflows; developing and maintaining user documentation on all aspects of the copyright logging and tracking workflow, procedures, operational processes, and other relevant materials. The Administrative Assistant will be responsible for developing and maintaining file management systems; responding to routine copyright related queries; providing support in the creation of in-text citations and reference lists; and providing general administrative support for the Copyright Office and Director, Library & Information Services.

Your Credentials:
• You have a community college diploma in Office Administration or Library Technician.
• You have a minimum of two years' experience in an administrative assistant or library technician role.
• You possess significant computer literacy skills, including the complete suite of Microsoft applications and web searching.
• You have demonstrated a positive client service perspective and excellent communication (oral and written), problem solving, organizational and interpersonal skills.
• You have a demonstrated ability to work in a demanding, fast-paced environment. You have been recognized for your strong work ethic, attention to detail and commitment to excellence.
• You have demonstrated ability to work independently and in a collaborative environment.
• Knowledge of copyright and fair dealing is considered an asset.
• Knowledge of academic integrity and citation requirements is considered an asset.

Application deadline is midnight, June 4, 2015.

Salary Range: $36,890 - $41,275 annually

NSCC offers a competitive compensation and comprehensive benefits package. As a learning-centred organization, we provide opportunities for every NSCC employee to be a life-long learner.

Candidates selected for interviews will be expected to provide recent, relevant references. The successful candidate will be expected to provide official transcripts to show proof of academic achievements.

To apply for College jobs, simply click on the Apply Now Online button. To serve you better, NSCC has implemented a new, user-friendly on-line application in partnership with Career Beacon. First time users will complete a basic registration and receive a username and password via email (NOTE: email may appear in "Junk Mail" folder depending upon your mail management configuration). You will then have the option of uploading your existing resume(s) and cover letter(s) in seconds or creating them on-the-spot in the "editor". For more information on the College, please visit our website at www.nscc.ca