

**Communications and Event Planning Co-ordinator (Temporary)
Centre for Learning & Teaching**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,800 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

Dalhousie University identifies and offers innovation in programs and excellence in teaching and pedagogy as one of its key strategic directions. Reporting to the Director of the Centre for Learning and Teaching (CLT), and working with the CLT team, the Communications and Event Planning Co-ordinator will oversee the delivery of all CLT-related events, and promote the resources, services and events of the Centre for Learning and Teaching.

Key Responsibilities:

- Oversee the planning, implementation and follow up activities for all events, including event program organization, creation and evaluation.
- Collaborate with CLT staff to coordinate, develop and write effective promotional, marketing and advertising material in support of the CLT's services, resources, awards, grants, and events.
- Oversee and update the Centre for Learning and Teaching website, serving as web editor to ensure consistent standards and accurate information across the site.
- Co-ordinate the University-wide Teaching Award committees and oversee the Centre's awards, grants, and programs, including managing program databases.
- Use InDesign to create Centre newsletters, conference programs and Centre brochures.
- Coordinate surveys and evaluations, collecting and maintaining data for the Centre's team to assess the needs of the CLT. Oversee Centre's email, with the responsibility of ensuring prompt and professional follow-up.

Qualifications: Undergraduate degree preferred (or equivalent combination of training and experience), plus related experience in project management and event coordination, preferably in a university environment. Must have experience in website maintenance and be well-versed in a wide variety of office and design software, including InDesign and Photoshop. Excellent communication skills, both oral and written, for diverse audiences, using an array of formats (web, mobile, formal reports, etc.) is essential. Demonstrated organizational skills in a deadline-driven environment.

Apply online by June 22, 2018 to competition TEMP-18011.

This is a temporary position for approximately thirteen months. Salary will be commensurate with qualifications and experience (\$22.66 - \$25.42 per hour).

Applications from university employees and external candidates are given concurrent consideration. Among short listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity