DALHOUSIE UNIVERSITY

Desktop Publishing Assistant (Term)
Extended Learning, Faculty of Agriculture (Truro)

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 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

The Faculty of Agriculture, Dalhousie University is a small research-intensive campus located in Truro, NS. Offering technical, undergraduate and graduate programs in agriculture, environment and related life and social science disciplines, the Faculty of Agriculture educates future leaders and generates knowledge and innovative solutions for healthy, sustainable societies. Reporting to the Manager of Extended Learning, the Desktop Publishing Assistant will assist in creating high quality learning products for both face to face and e-learning solutions for domestic and international adult learners.

Key Responsibilities:
- Create and format course handouts, manuals, and other learning materials using templates created by project development teams while maintaining Dalhousie brand standards and accessibility standards for learning.
- Import and format copy and graphics into existing design templates using a variety of software applications.
- Design graphics for traditional and online teaching materials, e.g. charts and infographics, as well as for periodically for unit advertising, social media and promotions.
- Troubleshoot and problem-solve document or file issues such as fonts, artwork or other depictions, graphs, tables, etc., and determine the best course of action.
- Communicate within project teams to ensure that relevant curriculum and training materials are available for the project; identify and report on missing learning materials, document issues, etc. Provide progress reports and submit draft materials for review, integrating feedback.

Qualifications: Diploma in computer science, graphic design or related field, plus approximately two to three years' relevant experience in desktop publishing or with instructional materials (or an equivalent combination of training and experience) is required. Experience with MS Office (Word, Excel, PowerPoint) and Adobe products is essential along with the demonstrated ability to learn and use new software applications, including learning management systems. Strong teamwork and communication (verbal and written) skills are required. Must demonstrate excellent attention to detail and time management skills.

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Apply online by March 26, 2019 to competition N77-19027.

Salary Range: $19.19 - $23.40 per hour (32.5 hours per week, $32,431 - $39,550 annually). This is a ten (10) month term position so annual salary will be pro-rated to $27,026 - $32,958 (T-5) This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.
This position is part of the Nova Scotia Government and General Employees Union Local 77 (NSGEU).