



**Program Assistant (Part-Time)  
Department of French**

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 Department of French at Dalhousie University is the only full-program department of its kind east of Ontario, with programs leading to a BA, MA, and PhD. Reporting to the Chair, Department of French, the Program Assistant is responsible for providing bilingual (French/English) clerical support to the department of French and the Italian Studies program.

**Key Responsibilities:**

- Receives and redirects visitors and students to faculty offices and meeting rooms. Responds to written inquiries by email, as well as letters, memos, etc.
- Manages subscriptions for the department's quarterly academic journal.
- Assists students registering for Italian courses, acts as a liaison between the Italian Student society and the head of Italian Studies.
- Maintains an effective working knowledge of the policies and procedures of the Faculty of Graduate Studies.
- Receive applications for graduate program, ensuring completeness, liaising with applicant on any missing documentation.
- Maintains hardcopy and computerized files. General office duties, such as ordering supplies, photocopying, scanning, etc.

**Qualifications:** Business/Office Administration program with approximately three years related experience (or equivalent combination of training and experience). Experience working in a university environment, along with working knowledge of faculty and university policies, procedures and deadlines would be considered an asset. Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Outlook), Acrobat Reader, and website maintenance. Knowledge of computer and usage of technical equipment. Excellent bilingual (French/English) communication (verbal and written) and organization skills, attention to detail, ability to work independently and ability to manage multiple tasks.

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

**Apply online by March 17, 2019 to competition N77-19025.**

**Salary Range:** \$17.49 - \$ 21.34 per hour (32.5 hours per week, \$29,566 - \$36,056 annually). This is a 0.5 FTE position, so annual salary will be pro-rated to \$14,783 - \$18,028). (16.25 hours per week) (C-4)

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).

*Bargaining unit employees for NSGEU local 77 are given first consideration and will be notified regarding the status of their application. All other applicants will be considered when there is no qualified internal candidate. 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](http://www.dal.ca/hiringfordiversity)*