

**ADMINISTRATIVE ASSISTANT -DISTANCE EDUCATION AND LEARNING
TECHNOLOGIES**

NATURE OF WORK

This is responsible, supervisory and administrative work in coordinating activities in the preparation of distance education print materials for the Division of Educational Learning Technology.

The employee of this class is responsible for planning, coordinating and supervising the activities of technical and clerical staff involved in the searching and documenting of copyright, the manipulation of text using desktop publishing and word processing, the scanning of text and illustrations, the proofing of text and graphics, the drawing of illustrations and the preparation of photo-mechanical transfers. Work also includes related administrative activities. Work involves considerable contact with faculty members and external professionals regarding the submission, preparation and modification of printed materials for distance education courses. Work is performed with considerable independence and initiative and reviewed by an administrative superior through conferences, analysis of reports and observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Plans and coordinates a variety of activities in the preparation of printed materials; reviews procedures, identifies problems, recommends and implements solutions; develops standardized format for production of print materials; and develops and implements methods and procedures to ensure conformity to standard format and style.

Reviews submissions to determine whether material is newly developed or a modification of existing material; discusses unusual problems related to format with instructors; consults and advises instructors on style and tone of instructional materials upon request; determines whether copyrighted material is requested and/or graphics are required; coordinates the various phases of material production ensuring that deadlines are met.

Supervises technical and clerical staff in the preparation of graphic materials and the transcription, formatting and proofreading of printed text; conducts interviews of candidates; oversees required training to clerical staff; allocates work assignments; establishes priorities and handles unusual problems; reviews completed work for accuracy, quality and suitability; provides instructions regarding revisions required.

Ensures the preparation of copyright clearance requests for the reprinting of materials that are copyrighted; ensures that publisher requests for acknowledgements and material copies are followed; advises faculty member of denial of permission by publisher; and discusses alternate materials with faculty members.

Reviews prepared materials to ensure that appropriate format is used, that material is accurate and that appropriate copyright guidelines have been followed; evaluates the suitability and clarity of graphics; provides instructions regarding corrections required.

Performs various administrative activities; discusses procedural and policy matters with administrative superiors and recommends appropriate action; approves miscellaneous time reports for student assistants and forwards to administrative superior; and discusses suitable fees for course development and delivery with administrative superiors.

Maintains liaison with faculty members and external professionals regarding submission of materials for manuals, books of readings and handouts; advises faculty members of deadlines for submission of materials; discusses replacement materials when copyright permission is not obtained; provides information regarding procedures involved in the preparation of materials; refers unusual problems to administrative superior.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in word processing and information systems environment including administrative and supervisory experience; graduation from a four year college or university with major course work in Business or Education; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of the operating capabilities of word processing, text formatting and similar information systems.

Considerable knowledge of the process of editing printed materials, accepted English usage and styles and standard proof-reader's marks.

Considerable knowledge of the principles and practices of office management and supervision.

Knowledge of University organizations, policies, rules and regulations.

Knowledge of recent developments, current literature and sources of information in microcomputer based publishing and copyright.

Ability to plan, schedule and reschedule work and to coordinate activities.

Ability to develop, layout and install procedures according to general guidelines.

Ability to perform extremely careful reviewing and editing of printed materials.

Ability to tactfully and diplomatically solve a variety of problems.

Ability to evaluate and analyse word processing equipment and software packages and to make recommendations on suitability.

Ability to adapt to unusual and pressure situations.

Ability to communicate orally and in writing.

Ability to establish and maintain effective working relationships with faculty members and staff.

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Under Review: 2004.01.05