

KING EDWARD TIMES

VOLUME VII, No. 19

August 21, 1981

REMINDER TO COLLEGE FOUNDATIONS INSTRUCTORS

Completed final grade cards for the 81/2 semester are to be:

- submitted to Department Head by 9:00 a.m.
Tuesday, August 25;
- submitted to Student Records by Department Heads by
12:00 noon Tuesday, August 25.

G.P.

CONGRATULATIONS!

To Gillian Akin, Secretary to the Dean of Instruction. Gillian has been appointed to the position of Secretary to the Principal. Sharon McClure's last day with us is August 31 - then on to Regional Office. Gillian 'takes over' September 1 and has been training 'on the job' for a few weeks. We're sorry to lose Sharon but happy that Gillian is her able replacement.

WELCOME

A warm welcome to Heather Yarbrough, our new switchboard operator. Heather started yesterday and is having fun learning all the new names and the accompanying local! Bear with her if a few mistakes are made. We're happy to have you with us, Heather.

M.G.

VANCOUVER COMMUNITY COLLEGE

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invites applications for the position of

EXECUTIVE ASSISTANT, ADMINISTRATIVE SERVICES

KING EDWARD CAMPUS

King Edward Campus, one of three campuses of Vancouver Community College, offers a variety of upgrading programs to the secondary completion level for adult students, programs for the visual and hearing impaired, several pre-employment training programs and a two-year post-secondary music program.

Permanent replacement facilities for the campus are presently under construction and it is anticipated that the campus will be moving to its new location on East Broadway in late 1982.

Summary

The Executive Assistant for Administrative Services is a new position in the campus organization. The incumbent will report directly to the King Edward Campus Dean of Administrative and Student Services. The Executive Assistant, who must be a self-starter and demonstrate considerable initiative, acts as the campus administrator during the evening operation of the campus, and assumes a variety of responsibilities as defined by the Dean and as detailed in the job description.

Hours of Work

The hours of work for the position will normally be 14:00 to 22:00 hours.

Qualifications

Desirable background includes instructing and/or educational administrative experience with proven ability to accept and assume responsibility; to communicate effectively both verbally and in writing; to analyze and evaluate written material on topics related to post-secondary educational matters; and to establish and maintain effective and harmonious relationships.

Academic qualifications should include studies to the baccalaureate degree level (or its equivalent).

Salary Range

This position is allocated to the administrators' salary schedule at pay grade 19, providing an annual salary range from \$26,688 to \$32,436 (1981-82).

Applications with supporting documents should be submitted not later than 1981 August 31 to:

Director of Human Resources
Vancouver Community College
675 West Hastings Street
Vancouver, B.C.
V6B 1N2



Vancouver Community College

675 West Hastings Street, 2nd Floor, Vancouver, B.C. V6B 1N2

Telephone 688-1111

June 9, 1981

TO ALL VENDORS OF VANCOUVER COMMUNITY COLLEGE:

RE: INVOICES WITHOUT OFFICIAL
PURCHASE ORDER NUMBERS.

Vancouver Community College has been experiencing an ever increasing number of invoices without an official purchase order number quoted.

The College's policy has always been "Suppliers who accept orders from individuals or departments which do not reference an official purchase order number, and who subsequently invoice the College for payment, will be advised that payment cannot be made for orders accepted from unofficial sources."

Therefore, effective with this memo, invoices received by the College without an official purchase order number will be returned to the vendor. It will be the vendor's responsibility to obtain a purchase order number through the individual to whom the goods or service were given.

If you have any questions please do not hesitate to call the Purchasing Department.

Yours truly,

G. Reber,
Director of Purchasing.

GR/ec

cc: All Departments within V.C.C.

Continuing Education,
675 West Hastings St., 2nd Floor,
Vancouver, B.C. V6B 1N2
Telephone 688-1111

King Edward Campus,
2750 Oak Street,
Vancouver, B.C. V6H 3N2
Telephone 731-4614

Langara Campus,
100 West 49th Avenue,
Vancouver, B.C. V5Y 2Z6
Telephone 324-5511

Vancouver Vocational Institute,
250 West Pender Street,
Vancouver, B.C. V6B 1S9
Telephone 681-8111

POSITION OPENINGS

V.C.C. King Edward Campus invites applications for the position of Executive Assistant, Administrative Services. Closing date for applications is August 31.

V.C.C./V.V.I. requires a Coursewriter I. Closing date for applications is August 24.

V.C.C. Regional Offices invites applications for the position of Advertising and Marketing Co-ordinator in Information Services. Closing date for applications is August 31.

Red Deer College in Red Deer, Alberta requires an Academic Dean. Closing date for applications is August 31.

Pacific Vocational Institute invites applications for the position of Executive Director - Instructional Services. Closing date for applications is August 28.

The Ministry of Education, Post-Secondary Department requires Co-ordinators in Program Development. Two positions will be filled through this competition.

V.C.C./V.V.I. requires Part-Time Instructors for:

Junior Computer Programmer Program
Practical Nursing Program
Nursing Aide Program
Dental Assisting Program

Appointment: As soon as possible.

V.C.C./V.V.I. requires a Power Engineering Instructor. Closing date: Open until a suitable candidate is obtained.

V.C.C. King Edward requires a Secretary II for the Dean of Instruction. Closing date for applications is August 26.

For further details on the above positions, please see bulletin boards.

H.E.P.

LIBRARY PERIODICALS: INSTRUCTORS ON ROUTING LIST

The mail service is back in operation and things are slowly getting back to normal. Unfortunately, the delivery of periodicals, particularly the weeklies is so far, far from normal.

Accordingly, we will not start routing copies until the first week in September. If you wish to receive the backlog of other copies, would you please let Sunita know at local 52. Unless we hear other wise from you, we will retain all the June and July issues for use in the Library.

P.C.