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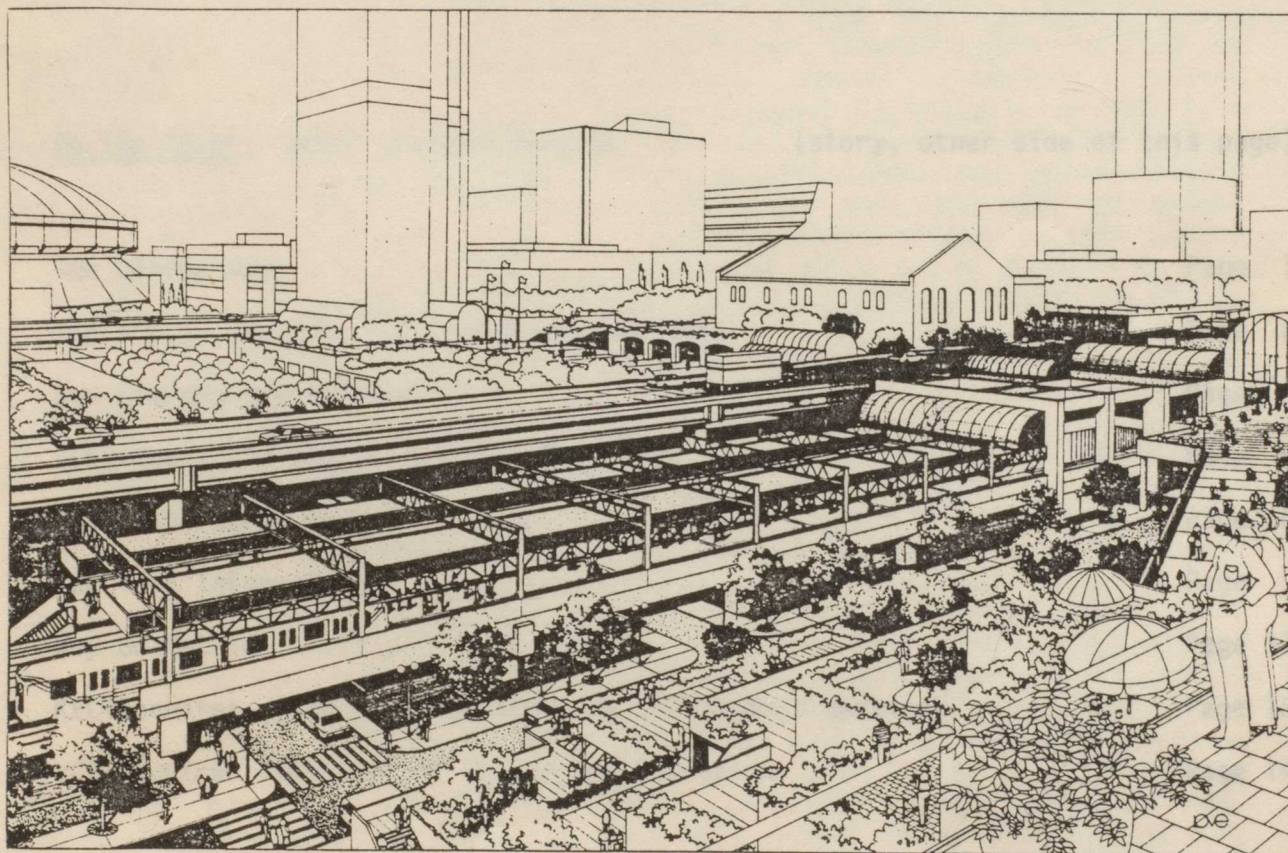
NEWS & VIEWS

Vancouver Vocational Institute

OCT 11 1983

VCC - VANCOUVER VOCATIONAL INSTITUTE
LIBRARY

Stadium Station



Sept. 1983

ALRT: STADIUM STATION

THE UNITED WAY

As a result of negotiations with B.C. Place, Stadium Station will be built to the north of the Dunsmuir Street Viaduct. Access to the station is from a concourse level at its western end, with a connection to the main entry on the northeast corner of Beatty Street. There will be a pedestrian walkway to the station under the Dunsmuir Street Viaduct.

NEWS & VIEWS

The station will serve the needs of the surrounding area, including the new arena and other events at the stadium. The station will also provide access to the surrounding area, including the new arena and other events at the stadium. The station will also provide access to the surrounding area, including the new arena and other events at the stadium.

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The projected completion date for this project is FEBRUARY 1985. For more information, call 682-ALRT, or write B.C. Transit, Rapid Transit Project, P.O. Box 49287, 1025 Dunsmuir Street, Vancouver, B.C. V7X 1P6.

ALRT: STADIUM STATION

As a result of negotiations with B.C. Place, Stadium Station will be built to the north of the Dunsmuir Street Viaduct. Access to the station is from a concourse level at its western end, with a connection to the main entry on the northeast corner of Beatty Street. There will be a pedestrian walkway to the Stadium under the Dunsmuir Street Viaduct and Beatty Street.

Stadium Station will feature three platforms to handle special trains for sports and other events at the stadium. The station will serve the site of Expo '86 and provide access to scores of offices, stores and hotels as well as the surrounding light industrial area. From the station it is also only a short walk to the Queen Elizabeth Theatre complex, the Greyhound and Pacific Coach Lines bus depot, and the Vancouver Vocational Institute.

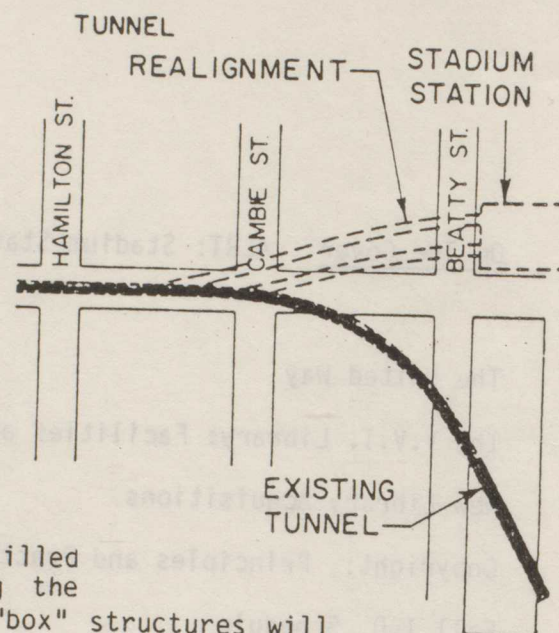
Soon, construction will begin. The first phase will be the excavation for the "cut and cover" tunnel section, extending under Beatty Street to the lane midway between Cambie and Beatty. (Dunsmuir Street traffic will not be affected.) Temporarily, during the construction period, the traffic using the lane will be diverted so that the lane exits onto Cambie Street; Beatty Street traffic will be reduced to two lanes for part of the construction period.

Two steel reinforced concrete guide-way "box" structures forming the side by side tunnel sections will be built in the excavated section and then backfilled with compacted earth. Aside from forming the structural component of the tunnel, these "box" structures will form the foundation for the ticket concourse building.

This construction will provide two side by side tunnels leading into and out of Stadium Station; they will be connected to the already existing Dunsmuir Street Tunnel, where the trains will run in a "stacked" configuration. The second phase of construction will align the tunnels so that the two connected to Stadium Station merge into the one tunnel under Dunsmuir Street.

When the tunneling is completed, Stadium Station itself will be built. The station includes a 65 metre skylighted station concourse building and a covered 80 metre centre and side loading platforms. The centre platform will serve inbound and outbound rapid transit trains while the side loading platform will be able to handle crowds from Stadium events that are leaving downtown.

The projected completion date for this project is FEBRUARY 1985. For more information, call 689-ALRT, or write B.C. Transit, Rapid Transit Project, P.O. Box 49297, 1055 Dunsmuir Street, Vancouver, B.C., V7X 1P6.



United Way
of the
LOWER MAINLAND



**Your Help
Works-
The United Way**

THE UNITED WAY

We have to raise \$9.7 million so our 84 agencies, and the Red Cross, can continue to help preserve our quality of life. Every year the United Way provides Health, Human Care, Youth development, as well as Life Giving, Life Sustaining programs for 500,000 Lower Mainland residents - one out of every three people in this area - regardless of race or religion. And demands are increasing. On behalf of our 4,600 Campaign volunteers, I ask for your pledge of a day's pay through weekly payroll deduction. Your gifts are carefully spent: less than 10¢ per dollar goes to campaign costs.



P L E A S E G I V E G E N E R O U S L Y !

It has been suggested that V.C.C. faculty and staff members might like to give one day's pay a year to the United Way.

The suggestion, made by organized labour for United Way canvassing of employee groups, is a guide for those people who are absolutely without a clue as to how much constitutes a "fair share" gift. V.C.C. people who cannot afford to give are not expected to give and on no account must they feel pressured to do so. On the other hand, it is suggested that those who can afford it might like to give more than a day's pay.

If you'd like to know how much a day's pay means to you, just run your eye down this table. If you decide to give a day's pay (or any other amount) you will be able to see just how much will be deducted every month for 12 months.

If we were to take the lowest suggested gift and multiply it by the 1,000 people on payroll, donations from V.C.C. employees would total more than \$49,000. Just imagine how much would be raised if all those who could afford it were to give a day's pay a year based on their actual pay.

Thank You!

PLEASE HELP...

WITH A DAY'S PAY

SALARY	ONE DAY'S PAY BASED ON 260 WORKING DAYS A YEAR	12 MONTHLY PAYROLL DEDUCTIONS FOR GIFT OF ONE DAY'S PAY A YEAR
\$10,500	\$ 40	\$ 3.33
11,000	42	3.50
12,000	46	3.83
13,000	50	4.17
14,000	54	4.50
15,000	58	4.83
16,000	62	5.17
18,000	69	5.75
20,000	77	6.42
25,000	96	8.00
30,000	115	9.58
35,000	135	11.25
40,000	154	12.83
45,000	173	14.42
50,000	192	16.00
60,000	231	19.25

Contributions should be directed to Mr. Roy Wren, Divisional Chairman-- Industrial Programs. Or, if you have any questions, please feel free to contact him at local 247.

THE V.V.I. LIBRARY: FACILITIES AND SERVICES

LOCATION	The Library is located in Room 242, across the Mall from the Hamilton/Dunsmuir Street entrance.		
TELEPHONE	Circulation and Media Booking Information Desk	681-8111, local 295 681-8111, local 296	
HOURS	Monday - Thursday Friday Saturday Sunday and Holidays the Library is closed.	08:00-22:00 08:00-17:00 12:00-16:00	
BORROWING PRIVILEGES	All V.C.C. Students, including those taking Continuing Education courses, may borrow library materials by presenting their student card or Continuing Education fee receipt. Non-college borrowers may purchase a COMMUNITY LIBRARY CARD for an annual fee of \$10.00.		
REFERENCE	The Library provides information and reference services at all times. The staff is happy to assist you in using the library and finding the books, magazines and audiovisual resources which you require.		
MICROFICHE CATALOGUE	Our computer-produced catalogue lists all books and audiovisual materials available in the three V.C.C. campus Libraries (located at V.V.I., King Edward and Langara). Ask at the Information Desk for assistance in learning to use the microfiche readers.		
INTER-LIBRARY LOANS	It is possible to obtain books, films and copies of magazine articles not available in the V.V.I. collection through our inter-library loan network with K.E.C., Langara, and other British Columbia libraries.		
AUDIOVISUAL MATERIALS	A variety of slide sets, filmstrips, motion pictures, video tapes and sound recordings are available in the library. Playback equipment is provided for use of these materials.		
MAGAZINES	Current issues of a wide variety of magazines are displayed for easy access. Ask at the information Desk for back issues and for assistance in using periodical indexes to find the articles you need.		
PAMPHLETS	A collection of brochures, newspaper clippings, government documents and reports are maintained for in-library use.		

RESERVE	Books and materials for which instructors have requested short loan periods due to heavy demand are available at the Circulation Counter.	
LOAN PERIODS	Books	2 weeks
	Magazines (current issues)	in-library use only
	(back issues)	1 week
	Cassettes, Slides, Filmstrips	1 week
	Cassette Players	1 week
	Films, Videos (please book in advance for a specified show date)	on-campus use only
	Reference Books & Pamphlets	in-library use only
RENEWALS	Materials may be renewed up to three times, provided that another borrower has not requested them. Please bring items into the library for renewal.	
FINES	25¢ per day; \$1.00 per day for reserve materials	
STUDY SPACE	Tables and carrals (some equipped with A/V hardware) are located throughout the library.	
TYPEWRITER	An IBM Selectric is available for student use in the library's typing room.	
PHOTOCOPIER	One machine is available for student use at a cost of 10¢ per page.	

NEW LIBRARY ACQUISITIONS

A Selected List of New Books

BUSINESS DATA PROCESSING. B.J. Burien. 1982.

This updated and expanded edition covers data, hardware, software and systems clearly and simply. The material is organized in layers of increasing detail, starting from an introductory core, progressing outward in layers of chapters of increasing complexity.

HF 5548.7 .B784

CONTEMPORARY OFFICE PROCEDURES. C.M. Attridge. 1983.

Within the last few years, the office has entered the electronic age, and new developments occur almost daily. While many areas of business activity are going through rapid changes, others are scarcely affected. This Canadian text gives an overview of the most recent trends and shows how to develop a flexible and adaptable attitude towards them.

HF 5547.5 .A77

COMPUTER PERIPHERALS THAT YOU CAN BUILD. G. W. Wolfe. 1982.

It doesn't matter what kind of computer you have. With this book about computer interfacing you can add peripheral devices to your home computer, enhance your control over it, and increase your enjoyment of the machine.
TK 9969 .W64

ECONOMICS EXPLAINED. R.L. Heilbroner. 1982.

In plain, jargon-free language, two famous economists tell you everything you need to know about how the economy works and where it's going.
HB 71 .H479

JEWELRY CONCEPTS AND TECHNOLOGY. O. Ontracht. 1982.

Nearly ten years in preparation and production, this work is the definitive guide and handbook for jewelry makers on all levels of ability.
TS 725 .U57

70 YEARS OF RADIO TUBES AND VALVES. J.W. Stokes. 1982.

In this book, an attempt has been made to outline the evolution of radio receiving tubes and the part they played in the development of the domestic radio receiver. The book should be a source of reference to all who are interested in the history and development of the vacuum tube.
TK 6565 .V3 S68

New Audiovisual Materials

NOTE: These library held videos can be booked like films, and should be dropped off at the library after use.

CONCEPTS OF WORD PROCESSING. Soundslide. A/V HF 5548.115 C67 1981.

This program introduces students in office and secretarial procedures classes to the role of word processing in the modern business office. Reinforces information found in office procedures textbooks, particularly in the areas of electronic data processing and word processing. The accompanying manual incorporates a class discussion guide, student projects (hands on), and a variety of competency tests with solutions.

CLASS III SILICATE OR COMPOSITE. Videocassette. A/V RK 517 C56 1971.

Describes preparation, matrix and finish, using a labial approach for viewing the procedure, which is performed on a melamine tooth.

GSRI BIOFEEDBACK SYSTEM. Audio Cassette. A/V RC 487 .T7 T72.

HOW TO USE TRANSACTIONAL ANALYSIS CONCEPTS. Audio Cassette Series. A/V RC 489 .T7 09 1973. Nos. 1-6.

ON THE MOVE. Videocassette. A/V G 155.5 06 1981.

An overview of working conditions and career paths that occur in the major components of the hospitality/tourism industry. A brief examination of careers in the accomodation, food service, travel trade/transportation and tourism activities sectors of a dynamic and vital industry in British Columbia.

TIME MANAGEMENT--HOW TO WORK SMARTER, NOT HARDER. Audio Cassette. A/V HD 38 G72

If the listener can overlook Prof. Blaine Greenfield's homey, sometimes academically-oriented examples and instead consistently follow his commonsense tenets, more will be produced in the 1440-minute day. In order to work smarter but not harder, one need only: list goals and set priorities, make a daily "do list" and prioritize it, do the most important (undesirable) tasks first, handle each piece of paper only once, and do it NOW! Students and faculty alike will find this cassette of value as they seek out ways to develop personal skills. Viewers will find it a welcome tool for improving personal and professional efficiency.

TRANSPORTATION. Videocassette. A/V TA 55.5 06 1981.

Experts explain the many ways in which computers are being used in air traffic control, traffic signals, information systems, bus navigation instruments, and personal rapid-transit facilities. Although rapidly depleting fuel supplies are hindering the growth of traditional transit methods, the new resource--information--is expanding the horizons of innovative technological development.

SHIELDED METAL-ARC WELDING. Videocassettes. A/V TK 4660 .S491 1978 Nos. 1-8.

This series is designed to enable students with "all position" backgrounds in stickplate welding to attain the skills necessary for proficiency in this rapidly growing field of pipe welding.

SO WHAT'S IT ALL ABOUT. Videocassette. A/V TK 7874 .S65

This program (from THE SILICON FACTOR series) looks at how evolution has become revolution as the silicon chip becomes less expensive and doubly sophisticated each year. The program looks at what a silicon chip is, how it works, how it is made, and its mushrooming applications. Some idea of what goes on inside the "black box" of a micro-computer is provided through an animated segment. The program ends by asking how far computer controlled machines can go in imitating human functions.

COPYRIGHT: PRINCIPLES AND PRACTICES

Editorial Note: The following guidelines are reproduced from a memo [dated 1983 09 22] from J.J. Denholm to all Langara Faculty and Staff.

The following statement was endorsed by the Academic Council in the fall of 1981. Since endorsement it has been issued twice for your informaton. Herewith the third, verbatim issue, since the advice of what follows has every appearance of being as valid now as it was two years ago.

* * *

COPYRIGHT

For fifteen years now (at least!) the copying industry and publishers have been at odds - with people like ourselves caught in the middle. In the United States an accomodation and ultimate resolution seems to be on the way. The state of American law is often taken to be the state of Canadian law. To so assume is a mistake. New Canadian law is in preparation, but it is not in place and will not be in place for at least a year - or more! From time to time, therefore, we all need a reminder. The best ". . . reminder . . ." I have seen in many years, our Library came across and passed it along. It is out of an Algonquin College publication (Com-o-Lib Newsletter, Fall, 1980, pp. 108 to 111. Permission to copy obtained August 26, 1981).

* * *

DEFINITION OF COPYRIGHT

Copyright - the right to copy - means that an author is the only person who may copy his "work", or permit someone to do so. Copying includes publishing, producing, reproducing and translating. Copyright applies to all works including books, articles, photographs, films, records, tapes, slides, etc.

Single Copies

The Canadian Copyright Act (R.S., C55, s.1) permits quoting from or reproducing excerpts of a copyrighted work for the purposes of private study, research, criticism, review or newspaper summary. This is known in the law as "fair dealing". Complete periodical articles, entire poems and short stories can be reproduced in single copies for academic use. As a rough rule of thumb, if you need more than 1/5 of the work, you should be buying the original work.

(Note: "1/5" has no firm basis in law, but appears to be a guideline within the law).

Multiple Copies

Generally, the 1/5 rule applies to multiple copies as well. If you need more than 1/5 of a book (or ten poems in an anthology or two articles in a collection of articles), you should not be . . . (reproducing) you should be buying the original work . . .

Depending on the publisher or producer, obtaining permission to duplicate copyrighted material can take up to three months . . .

Newspapers - unlimited duplication allowed without permission as long as source is acknowledged.

Periodical articles - permission must be granted by the copyright holder for multiple copies of each article or portion thereof. (In or near their masthead, many periodicals print a waiver of copyright).

Anthologies of short stories, poems, collections of articles - permission must be granted by the copyright holder for each story, poem or article or portion thereof.

Books - permission must be granted by the copyright holder for any part.

Non-print media (e.g. records, films, tapes, slides, etc.) - permission must be granted by the copyright holder for any part.

ALTERNATIVES TO CONSIDER

If the copyright holder will not grant permission to duplicate, you have the option of ordering multiple copies of the work through the Bookstore to be sold to your students. Another possibility is to request that several copies be placed in the reserve collection . . . Limited loan periods or an "in-Library-use-only" designation can sometimes meet heavy demands for a learning resource over a short period.

* * *

The exercise of caution and discretion is the key. If in doubt, don't copy! Currently, the Quebec colleges are scrambling to defend themselves in a massive "class action" against all of them over the reproduction of audio and video tapes.

Place: Douglas College
Royal Ave., N.W.
Date: Wednesday, October 19 & 20
Time: 7:00-22:00 hours
Sessions: 2
Fee: \$10.00
Instructor: Clifton Carbin, MEd.
Dottie Rundell, C.S.C.

FALL I.D. SCHEDULE

INSTRUCTIONAL SKILLS WORKSHOPS *****

<u>NUMBER</u>	<u>DAYS</u>	<u>DATES</u>	<u>TIME</u>
83 - 12	TUE/THUR	OCT 11, 13, 18, 20, 25, 27	09:30 - 14:30
83 - 13	MONDAY	OCT 17, 24, 31, NOV 7, 14, 21	16:30 - 21:30
83 - 14	MON - FRI	SEPT 26, 27, 28 29, 30	09:00 - 14:00
83 - 15	WED	OCT 19, 26, NOV 2, 9, 16, 23	16:30 - 21:30
83 - 16	MON - FRI	NOV 28, 29, 30, DEC 1, 2	16:30 - 21:30

MORE WORKSHOPS TO BE ANNOUNCED
AFTER FACILITATOR VACATIONS

IF YOU ARE A VVI EMPLOYEE AND:

NEED TO COMPLETE THE
REQUIREMENTS FOR I.D. 101

OR

WANT TO SHARPEN UP YOUR
INSTRUCTIONAL SKILLS

SIGN UP BY PHONING
DAVID TICKNER (LOCAL 382)
IN THE PROGRAM DEVELOPMENT DEPARTMENT (ROOM 236)
681 - 8111

FOR YOUR INFORMATION

C.E.I.C. SPONSORSHIP: A NOTE ABOUT PAY ENQUIRIES

In an information bulletin directed to C.E.I.C. sponsored students, the following points were raised.

1. The C.E.I.C. will not check the pay list to see if a check has been mailed to a student until the 7th day after the date of issue, in other words, not before the Wednesday of the week following the pay period.
2. If a student has not received his/her cheque by the 7th day and has not changed his/her address in the last two weeks, then the Canada Employment Centre office on campus will follow up on the problem.
3. If a student has received a cheque and there is a problem with the amount or something relating to the cheque, the student should bring it to the Canada Employment Centre office on campus anytime after 2:00 p.m. Monday and the Centre staff will then try to rectify any problems with the cheque. The office cannot handle these enquiries prior to Monday afternoon since pay printouts must be received and then sorted by course in order to do the necessary research.

NOTE: The above relates to those students receiving Canada Employment Centre training allowances only, not those in receipt of Unemployment Insurance benefits.

DOUGLAS COLLEGE COURSES RELATED TO COPING WITH HEARING LOSS

Douglas College Community College is offering the following courses designed for adults who wish to learn more about deafness and wish to develop skills in communicating with hearing impaired friends, family members, co-workers, employees, and clients.

Introduction to Deafness (#419)

This non-credit course is designed for students wishing to learn about deafness in general. Areas of discussion will include psychological, social, communicative and educational aspects of deafness.

(Students intending to enroll in Sign Language Courses are encouraged to participate in this introduction.)

Place: Douglas College
Royal Ave., N.W.

Date: Wednesday, October 19 & 26
Time: 19:00-22:00 hours

Sessions: 2
Fee: \$10.00

Instructor: Clifton Carbin, M.Ed.
Dottie Rundles, C.S.C.

Coping With Your Hearing Loss (#415)

Losing your hearing? This course will help hard of hearing adults and their families understand the behavioral and emotional implications of hearing loss, practise communicating in a small group environment, and develop assertiveness skills. By the end of the course, participants will have learned more effective coping strategies to use in personal, social, and work situations.

Place: Douglas College
Royal Ave., N.W.

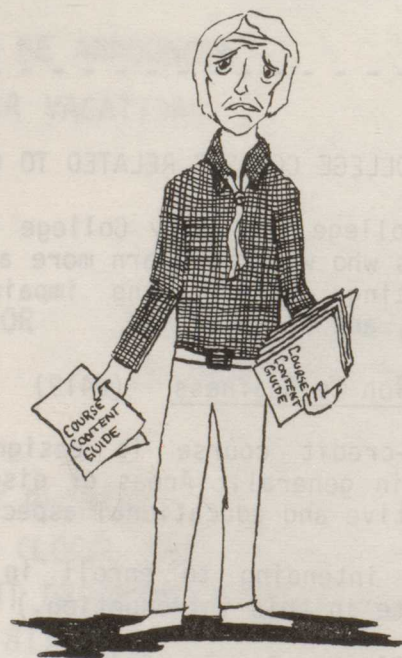
Date: Oct. 4 to Nov. 22
Time: 19:30-21:30 hours

Sessions: 8
Fee: \$35.00

Instructor: Marilyn Dahl, R.N.,
Bsc.N.

To register, call 520-5472 or visit the Admissions Office, Douglas College,
700 Royal Avenue (8th Street & Royal Avenue), New Westminster.

... you mean you want the
revised revisions of the
original revised revisions
revised?



WHY GO METRIC?

What weighs more--an ounce of
feathers or an ounce of gold?
The answer is an ounce of gold.

The weight of gold and silver is assessed differently by means of the apothecary or troy weight system. The system is used chiefly by pharmacists. One ounce of gold equals 31.103 g; one ounce of feathers equals 28.350 g.

Does it follow that one pound of gold should weigh more than one pound of feathers? Answer: No. A pound of gold or other precious metals under the apothecary system weighs only 12 troy ounces. Thus: one pound of gold equals 373 g; one pound of feathers equals 454 g.

We know that 20 ounces equal one pint. In the United States 16 ounces equal one pint. Therefore, a U.S. pint or gallon should equal four-fifths of a Canadian pint or gallon.

Answer: Wrong. A U.S. pint is five-sixths of a Canadian pint. Why? A U.S. fluid ounce is larger than a Canadian fluid ounce. One fluid ounce U.S. equals 29.6 mL; one fluid ounce Canadian equals 28.4 mL. One pint U.S. equals 473 mL; one pint Canadian equals 568 mL. A U.S. gallon equals 3.8 L; a Canadian gallon equals 4.5 L.

If you think that the Canadian system of weights and measures is identical to the British system, you are wrong again. One teaspoon Canadian equals 4.74 mL; one teaspoon British equals 3.55 mL; one teaspoon U.S. equals 4.93 mL, and to really add to the confusion, one teaspoon Canadian (hospital usage) equals 5 mL.

Why go metric indeed!

The above, by Dr. I. R. Evans of the Alberta Environment Centre, is reprinted from the Septmeber 1983 issue of Metric (a government publication) and originally appeared in The Bull and the Bear, a U.S. stock market advisory newsletter.

VANCOUVER COMMUNITY COLLEGE

KING EDWARD CAMPUS

Requires a

DEAN OF ADMINISTRATIVE AND STUDENT SERVICES

King Edward Campus, newly located on East Broadway, delivers educational services to a student population of approximately 7,000 in the fall and winter months. English language training is the largest program offered at this campus but others include high school completion, mechanical trades, para-professional workers for the visually and hearing impaired amongst others.

Reporting to the Campus Principal, the Dean of Administrative and Student Services is responsible for all administrative and student support functions of the Campus. Among these are counselling, admissions and records, all Campus budgetary and financial matters, building services and liaison with managers of college-wide services.

Candidates should have administrative and instructional experience at the post-secondary educational level together with qualifications at the master's degree level or equivalent.

Applications, complete with supporting documents should be submitted by October 17, 1983 to :

VANCOUVER COMMUNITY COLLEGE
Director of Human Resources
Central Administration
Box 24700, Station "C"
Vancouver, B.C.
V5T 4N4

POSITION DESCRIPTION

Title: Dean of Administrative and Student Services

Line Responsibility to: Campus Principal

Line Responsibility for: Executive Assistant, Administrative Services; Department Head, Counselling; Coordinator, Learning Centre; Diagnostician/Instructor, I.E.P.A.; Office Manager; Building Services Manager; Financial Aid Advisor; Bookstore Manager.

Summary of Duties:

The Dean of Administrative and Student Services is responsible for all administrative and student support functions and services of the campus. In addition to the ongoing management of these services, he seeks constantly to improve them, both functionally and economically.

The Dean has responsibility for counselling services; the learning/tutorial centre; calendars, admissions and records functions; Individualized Educational Program for Adults (I.E.P.A.); all campus budgetary and financial matters; statistical data, including enrolment, space inventory, etc.; building services and receiving; and all routine administrative functions.

The Dean is responsible for liaison with other College personnel, such as the Manager of Audio-Visual Services, the Manager of Systems and Computer Services, the Director of Buildings and Grounds, and the Bursar, in the performance of his duties.

Examples of Specific Responsibilities:

1. Under the direction of the Principal and in consultation with the Dean of Instruction and the Division Chairmen, responsibility for the preparation of the budgets and expense plans of the campus, submitting same to the Principal before submission to the President.
2. Responsibility for liaison with directors/managers of college-wide services - such as College Resources (Library, Audio-Visual, Information), Systems and Computers, Buildings and Grounds, Personnel and Labour Relations, College Health Services - respecting day-to-day operational matters.
3. Responsibility for policies with respect to admissions, student records and procedures concerning registration, course changes and withdrawals.
4. Responsibility for overall counselling policies and procedures.
5. Responsibility for policies relating to classified staff, including recruitment and other personnel matters.
6. Liaison with contractor providing food services for the campus.
7. Responsibility for procedures relating to student financial aid.
8. Responsibility for the overall handling of student and public requests and complaints.
9. Responsibility for liaison with advice to the executive committee of the student association.
10. Responsibility for overall operation of the campus bookstore and supervision of the Bookstore Manager.
11. Assumes responsibility for the campus in the absence of the Principal.

Qualifications:

Appropriate administrative and instructional or counselling experience at the post-secondary educational level, together with qualifications at the graduate (master's degree) level or equivalent. Superior and proven ability to work positively and productively with post-secondary instructors, support staff, students and the college community.

VANCOUVER COMMUNITY COLLEGE

Requires a

DIRECTOR OF CONTINUING EDUCATION

V.C.C. is B.C.'s largest community college; it offers a broad range of academic, career, vocational, adult basic and community education programs. The role of the Continuing Education Division is to deliver credit and non-credit offerings complementary to those of the College's three major campuses.

"Director of Continuing Education" is a senior administrative position reporting directly to the President. The successful candidate will have a proven track record in Adult Education and educational administration to provide strong leadership to a dynamic team of adult educators. The position is challenging, the potential is vast, and the rewards are fully commensurate with the high level management and human relations skills required.

Applications, complete with supporting documents should be submitted by October 17, 1983 to:

VANCOUVER COMMUNITY COLLEGE
Director of Human Resources
Central Administration
Box 24700, Station "C"
Vancouver, B.C.
V5T 4N4

POSITION DESCRIPTION

Position Summary:

This position reports to the President, Vancouver Community College. The incumbent is responsible for organization, coordination, marketing, fiscal accountability, supervision and evaluation of the Division. All work ascribed to this position shall be in keeping with College Policy and effective adult education practices.

* * *

Position Responsibilities:

1. To develop, manage and evaluate the instructional services of the Continuing Education Division, in a fiscally responsible manner. Examples of direct responsibilities are:

- a) To assess community needs for Continuing Education offerings and to determine relative priorities for such offerings.
 - b) In the assessment of needs, consult with College Advisory Committee members, CEIC, community groups, employers, College faculty and administrators, and other individuals or organizations with information about such needs.
 - c) To maintain a process of evaluation of instructional services offered by the Division.
 - d) To develop an appropriate marketing plan for C.E., in co-operation with Information Services.
 - e) To prepare and be accountable for the Operating and Capital Budget of Continuing Education.
 - f) To provide in-service training opportunities for C.E. instructors in the techniques of teaching adults.
 - g) To be responsible for the proficiency of professional program developers and administrators in C.E.
 - h) To administer the Continuing Education program with regard to registration, fees and grading.
 - i) To arrange for support services for all Continuing Education courses.
 - j) To act in a liaison capacity with various Lower Mainland and provincial Continuing Education representatives, in order to achieve maximum coordination of educational offerings.
 - k) To supervise all instructional operations of C.E. to ensure the public is receiving quality instruction and professional support services.
2. To participate in the work of the College Executive Committee for the benefit of the whole College.
 3. To co-operate with other college campuses and divisions in the discharge of their responsibilities for the benefit of the whole college.
 4. To serve on external committees on behalf of the College where such service has been approved by the President.
 5. To submit recommendations to the President with respect to the organizational structure and staffing complement of the incumbent's area of responsibility, as needed.
 6. To keep the President informed of activities within the incumbent's area of responsibility with special emphasis on: new initiatives involving the potential expansion, reduction or realignment of services; communication with external agencies, including the Ministry of Education; potential problems that may be developing regarding personnel, students, budget, facilities or other areas of importance to the College.

7. To keep subordinates informed of developments with significant potential impact on their area of responsibility, as these occur and arise from action or discussion by the College Board, C.E.C. and President, except where such developments are intended to remain confidential.
8. To encourage subordinates to participate, to the extent that it is feasible, in the decision making process, and to assist them in their professional development, also monitoring performance as requested.
9. To perform such additional duties as may be assigned by the President from time to time.

DESIRED QUALIFICATIONS AND SKILLS

- MA degree
- Successful educational administrative experience, preferably in a post-secondary organization, where the individual's judgement in programming, personnel selection and financial management have been tested.
- Need identification and marketing abilities
- Creativity in packaging/scheduling of courses/workshops
- Strong negotiating and human relations skills
- Sound knowledge of professional training and development methods
- Demonstrated leadership ability with a positive and enthusiastic attitude for the work entailed
- Sustained capacity for hard work
- Proven organizational ability