Database Maintenance Assistant

Job Posting #	UOPEP05
Division	Office of the Vice-President, University Operations
Department	University Planning Design & Construction
Campus	St. George (downtown Toronto)
Term Duration	July, 2017 – December, 2017 with the possibility of extension.
Hours of Work	Monday – Friday, 8:45am – 5:00pm. Hours can be flexible.

POSITION SUMMARY

University Planning, Design & Construction combine three fundamental services for U of T to run successfully. Responsible for campus master planning, space allocation, design & engineering services, costing, leasing, and all construction and renovation projects.

The University Planning Design & Construction (UPDC) department is currently looking to hire a Database Maintenance Assistant. Under the general direction of the Chief of University Planning, Design & Construction the incumbent will develop, design and maintain a complex database. He/She will also write operational manuals that outline basic operations within UPDC. The incumbent will also provide other administrative support to the department, as required.

MINIMUM QUALIFICATIONS

Education:
Currently enrolled in a University degree or an equivalent combination of education and experience.

Experience: Demonstrate experience in preparing operational manuals, reports and graphic design materials. Experience maintaining a database similar to Access, File Maker Pro and/or Innotas.

Skills:
Proficient computer skills including MS Office (Outlook, Word, Excel). Excellent graphic design skills. Familiarity with Access or File Maker Pro. Proficiency with Innotas is an asset.

Other: Organizational skills; shows initiative and the ability to exercise good judgment and maintain discretion; ability to work independently and as part of a team; attention to detail; strong interpersonal skills with ability to deal with all levels of administrative staff; creative problem solving skills. Excellent communication skills, written and oral.

HOW TO APPLY

Please submit your applications including the job title and job posting number in the subject line of the email to hruniversityoperations@utoronto.ca by **Wednesday, June 28, 2017, 11:59pm**. Be sure to include a resume and cover letter.

Due to the high volume of applications we receive, only candidates selected for an interview will be contacted. We will keep your resume on file in case an opportunity comes up which matches your background and experience.

We thank you for your interest in the University Operations Professional Experience Program.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

Accommodation is available for applicants with disabilities throughout the recruitment process, please feel free to contact Belle Ravindran, HR Advisor at belle.ravindran@utoronto.ca or 416-978-8955.