

FACULTY OF SCIENCE
Administrative & Support CASUAL Position Posting

Position Title: Office Assistant A (Geographical Information Centre (GIC) helper)

Hiring Unit & Department: Geographical Information Centre (GIC), Department of Geography

Start Date: January 1, 2019

Hours/ Schedule: up to 15 hours/week

End Date: May 5, 2019

Hourly Wage: \$13.75
(plus 4% vacation and 3.6% stat holiday pay)

Duties:

- to respond to enquiries and to assist users (students, research associates and assistants and faculty) of the GIC by referring them to the appropriate resources whenever required, esp. support in using GIS and RS software
- to teach and assist in teaching of short introductory courses in GIS and RS
- to assist in the organization and carrying out of the GIS Day, and other events organized by the GIC
- to assist in GIS and RS projects assigned by the GIC director
- to ensure the GIC is clean and welcoming (e.g.: front desk area, computer areas, printing areas, computer screens and desks)
- to assist the fire marshal in case of an emergency evacuation of the area
- to enforce GIC policies (e.g.: the “No food or drinks” policy in the computer area, quiet noise levels)
- to circulate the GIC at 60 minutes’ intervals and record area usage
- to carry out any other related duties assigned by the GIC director and coordinators

Qualifications/ Skills Required:

- knowledge of Geographical Information Systems (GIS), preferred students with a GIS minor or equivalent
- knowledge of Remote Sensing (RS)
- proficiency in the software packages ArcMap and ENVI
- good communication skills

Posting Date: November 21, 2018

Applicant selection will start on: December 6, 2018
(and will continue until all positions are filled)

How to apply: Please send your CV and description of your motivation to: Dr. Tim Elrick at tim.elrick@mcgill.ca