

Support Job Position Description

Section I: Position Information

Effective Date	2021-06-01	<input type="checkbox"/> Update Only	<input checked="" type="checkbox"/> Classification Review
Position Title	Copyright Assistant		
Position Number	998764		
Classification Level	R2		
Position Affiliation	<input checked="" type="checkbox"/> AUPE <input type="checkbox"/> Excluded		
Department	Library and Scholarly Resources		
Reports To	Copyright Officer		

Position Summary

Briefly describe the main purpose(s) of the position.

The Copyright Assistant will assist the Copyright Officer with a variety of duties pertaining to Copyright. This includes assessing and prioritizing incoming correspondence and responding to frequently requested information as well as advising Staff and other clients about the policies and procedures.

The incumbent will also be responsible for maintaining existing Copyright databases & files, and will produce, audit and distribute copyright reports and participates in the implementation of new systems as required.

Duties and Responsibilities

Organize by key responsibility area and include % of time spent where possible.

- Collects, disseminates, organizes, and maintains information related to the Copyright team.
- Draft correspondence for routine inquiries and formats revisions of Copyright forms.
- Communicates Copyright information to staff and other clients. Refers inquiries where appropriate. Performs research for various aspects of Copyright utilizing a variety of resources (internet, library, on-line databases, books in print, etc.)
- Performs copyright audits on courses as identified by Faculty.
- Verifies third-party materials lists to Copyright files. Completes Fair Dealing Analyses as required. Prepares and submits permission requests, verifying contacts and citations and other pertinent information.
- Reports all inconsistencies to the Supervisor or appropriate editor.
- Collects, collates, and tabulates all Copyright statistics for reporting purposes.

- Performs all activities related to data entry in the Copyright Management System.
- The incumbent may also be assigned other duties as requested.

Occupational Health and Safety

Employees:

Responsible to participate in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification Factors

Context and Complexity

Files and databases must be accurately maintained and kept up-to-date as they may be required for legal verification. The effect of errors may prove costly in monetary terms, and may harm the reputation of the University.

Must have an understanding of Copyright policies and other relevant institutional policies to convey accurate and complete information.

Work Problems

Independently organizes and prioritizes workload on a daily basis and responsible for accuracy and completion of work. Adjusts daily workload to handle special projects or requirements.

Assesses and analyzes incoming queries for reply, referral, or distribution.

Drafts and formats correspondence for all areas of Copyright.

Provide accurate information and keeps current with all Copyright and Library policies.

Identify new or required changes in operating procedures. Must deal with rapid change and new information which creates variable situations requiring innovative solutions.

Authority

Prepares and submits correspondence for all components of Copyright. Ensures all information is accurate. Errors can prove costly and affect the reputation of the University.

Responsible for independent prioritization and directed motivation of daily workload.

Responsible for the accuracy and completeness of all tasks completed.

Performs duties under general supervision with constant opportunity and requirement for independent thought.

Responsible for verifying and recording entries related to copyright clearances. The incumbent liaises with vendors and the Finance Department to resolution. May refer complex matters to the supervisor on occasion.

Contracts and Communications

Frequent contact and interaction with course production team members, faculty, and editors.

Regular contact with external Copyright agencies and rights holders.

Regular contact with copyright stakeholders and staff at other institutions.

Must clearly understand policies, procedures, and regulations so the stakeholders are well served in all respects and are given accurate and current information.

Signatures for Section I

Incumbent Signature		Date Select a date.
Supervisor Signature		Date Select a date.

Section II: Qualifications

Qualifications

Includes education, experience, skills, abilities and any other special qualifications required. The qualifications relate to the position not the incumbent.

The successful candidate will hold a 2-year diploma in Office Administration, or equivalent; and two to three years' of progressively responsible administrative experience, preferably in the field of Copyright. Excellent knowledge of Microsoft Office programs is required.

Excellent written and verbal communication skills, organizational and interpersonal skills.

Thorough investigative and problem-solving skills are required along with flexibility and adaptability in work processes.

A tolerance of disruption and an ability to manage time and set priorities for workloads is required due to continually changing procedures and the priorities of copyright clearances for various courses in each Faculty.

The ability to absorb and assimilate diversified information and to make quick and independent decisions.

Familiarity with using library systems and searching databases is an asset.



Signatures for Sections I and II

Department Head Signature		Date Select a date.
Executive Officer Signature		Date Select a date.
Human Resources Review		Date Select a date.