



COLLEGE OF THE ROCKIES FACULTY ASSOCIATION
P.O. BOX 8500, 2700 COLLEGE WAY, CRANBROOK, B.C. V1 C 5L7
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FEDERATION OF POST SECONDARY EDUCATORS - LOCAL 6

The College of the Rockies Faculty Association invites you to apply for the position of:

CORFA Liaison - September 1, 2016 to May 31, 2017

The CORFA Liaison provides a vital link between the CORFA Executive and the general membership of CORFA. This position is either a 20% release from assigned faculty work, or a top up of 20%. It is intended to be equal to one full working day per week (7 hours). This work is to be done in the CORFA office so that the membership will have regular access to the Association.

Description: The CORFA Liaison reports to the CORFA President or designate. S/he must be able to use Word, Excel, be able to learn how to work with document archiving software (Laserfiche), and be able to maintain and update a website. Preference will be given to applicants with an interest in union and labour relations.

Closing Date: **August 19, 2016**

Interested faculty members should submit an Application Letter clearly outlining their interest, experience and related qualifications. Letters can be submitted through interoffice mail addressed to the College of the Rockies Faculty Association, or may be submitted electronically to [Joan Kaun](#), President, CORFA.

Duties:

1. Continue the process of archiving CORFA written and electronic records into the electronic Laserfische system.
2. Actively promote the use of the CORFA website by CORFA members.
3. Maintain and update the CORFA website (e.g., minutes, reports, photos, and bulletins).
4. Maintain files in the CORFA office, such as tracking new job postings and updating membership list.
5. Offer consistent office hours.
6. Maintain and update a CORFA Liaison Procedures resource.
7. Other duties, as required.