

## Job Profile

<b>Job Profile Name:</b>	Course Pack Editor
<b>Job Code:</b>	CADB-00005
<b>Employee Group:</b>	AMUSE Casual

### Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of moderate complexity and the incumbent performs them using established instructions.

### Typical Functions:

1. Researches and enters data concerning copyright clearance materials.
2. Scans, edits and compiles course materials using editing software.
3. Collects course materials from McGill departments and libraries.
4. Contacts professors and publishers in English and French.
5. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

### Minimum Education, Certification and Experience:

- High School Diploma with one year of relevant experience in the field of work