

Are you graduating? Do you need a new Career?

We're hiring for a Full Time: Research Coordinator

for a Research Lab on the University of Alberta Campus

Duties

- Plans and coordinates events including meetings, lectures, workshops, and conferences.
- Liaises with researchers, clients, students and collaborators.
- Prepares academic writings and presentations for conferences, meetings, seminars, etc.
- Assists with preparation of Letters of Intent and full proposals for grant funding (proofing, editing, reviewing documents prior to submission).
- Prepares, reviews and reconciles monthly financial reports.
- Provides technical expertise regarding accounting and payroll matters and interpreting contracts.
- Processes travel and expense reimbursements, invoices, purchase orders, and work requisitions.
- Assists with staff recruitment, hiring and personnel management.
- Conducts research by reading and analyzing relevant background materials for projects.

Qualifications

- Undergraduate degree with a GPA of 3.7 or higher.
- Applicants from any Faculty or background are welcome (ie. English, Psychology, Mathematics etc)
- Excellent communication (oral and written), interpersonal and analytical skills.
- Computer proficiency using MS Word, Excel and PowerPoint, Photoshop, HTML web editors and the Internet.
- Experience with databases, oracle or PeopleSoft an asset.
- Familiarity with literature searches; knowledge of wide spectrum of research techniques and equipment.
- Ability to make timely decisions and acts on individual initiatives; ability to work quickly with minimal supervision.
- Science background an asset

This position offers a yearly salary with room for growth and a comprehensive benefits package.

How to Apply

Email your resume and cover letter to: wishartadmin@lists.cs.ualberta.ca