



**Partnership Project Coordinator
Office Assistant 4 (AESES) New**

Grant-Funded Continuing Full-Time 35.00 hours/week full-time

Monday-Friday 8:30am-4:30pm with the possibility of overtime

Salary Range: \$22.75 - \$28.74 per hour (\$41,405.00 - \$52,306.80 per annum)

Proposed Start Date: January 2, 2018

Trial/Probation Period: 840.00 hours

For more information, please contact: Shannon Wiebe 220 Sinnott Building 474-6395 or shannon.wiebe@umanitoba.ca

Apply at: <https://viprecprod.ad.umanitoba.ca/default.aspx>

Responsibilities :

- Coordinates the project team on a day-to-day basis, including coordinating the production of the required deliverables, planning, implementing and monitoring the project, adopting any required delegation and use of project assurance roles, preparing and maintaining plans, and liaising with the Principal Investigator, community coordinator, executive council, advisory board and strategic committees to ensure that work is neither overlooked nor duplicated.
- Coordinates regular executive council meetings and workgroup meetings. - Provides secretarial assistance at meetings.
- Monitors overall progress and use of resources, initiating corrective action where necessary. - Reports on project progress through highlight reports and end-stage assessments.
- Makes travel arrangements, including booking airfare and accommodations.
- Prepares and processes requisitions and expenses and maintains files for all

expenditures related to the project.

- Performs complex bookkeeping duties which may include: preparing and processing spreadsheets, preparation of statistical surveys, reports and analyses.
- Reviews and revises budget as directed and provides budget reports at meetings.
- Assists in the preparation of research ethics board applications.
- Maintains data collection and analysis systems in support of research protocol. May coordinate the collection and analysis of research data.
- Ensures the smooth and efficient day-to-day operation of research and data collection activities.
- Acts as the principle operational liaison for other research organizations, funding agencies and regulating bodies.
- Provides support services to investigators and researchers.
- Monitors the progress of research activities, develops and maintains records of research activities, and prepares periodic and ad hoc reports.
- Performs other related duties as assigned.

Qualifications :

Education:

- Completion of a formal training program in a related discipline from a recognized institution is required.
- A Masters degree in a related field is preferred.
- Experience:
 - Three years of directly related experience is required.
 - Experience working with Indigenous populations.
 - Experience writing and reading Oji-Cree preferred.
 - Experience working on capacity building, training program, housing in First Nations and community development projects preferred.
 - Experience working with community-based organizations preferred.
 - Experience working with students and academics preferred.
- An acceptable equivalent combination of education and experience may be considered.

Skills and Abilities:

- Computer competency, including proficiency in MS Word, Excel, Internet, and email, is required.
- Experience with Concur and EPIC programs preferred.
- Familiarity with data storage and analysis systems such as SPSS is an asset.
- Familiarity with compiling and editing video files is an asset.
- Demonstrated understanding of the complexity of issues relating to First Nation post-secondary education is required.
- Excellent facilitation skills are required.
- Exceptional program coordination and volunteer management skills are required.
- Excellent organization and interpersonal skills are required.
- Demonstrated effective spoken and written communication, including willingness to ask questions when clarification or amplification, is required.

- Ability to apply common sense and good judgement where self-direction and independent action is required
- Strong project coordination skills and the ability to prioritize tasks are required.
- Demonstrated attention to detail and ability to adhere to instructions/procedures required.
- Good time management and problem-solving skills are required.
- Demonstrated ability to take ownership of the work, possessing initiative, good follow-through; ability to work without supervision is required.
- Ability to receive and benefit from feedback and a willingness to expand skill set and improve required.
- Flexibility in adapting to new procedures and environments is required.
- Ability to work in a team environment is required.
- Ability to work collaboratively with academic researchers, First Nation people and diverse stakeholders is required.
- Must be able to complete tasks on time.
- Must be able to work well with people.
- Ability to speak Oji-Cree or other Indigenous language in Canada preferred.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.

Apply at <https://viprecprod.ad.umanitoba.ca/default.aspx> by November 30, 2017.

The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons/persons of colour, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provision of The Freedom of Information and Protection of Privacy (Manitoba). Please note that curriculum vitae may be provided to participating members of the search process.

