Administrative Support Position available

Project Re•Vision is seeking a part-time clerical and administrative support person to assist with general Project Re•Vision operations.

Duties include general office management, scheduling meetings, note-taking, budgeting, managing and organizing Project Re•Vision files and data, processing invoices, helping to coordinate events and workshops, communicating with a diverse range of project partners via email and telephone, and other tasks as assigned.

Located at the University of Guelph with a mandate that extends across Ontario, Project Re•Vision is a mobile multi-media lab that uses arts-based methods to dismantle stereotypical understandings of difference that can create barriers to inclusion in society.

Qualifications:

• Experience in keyboarding, word processing, spreadsheets, databases and other standard computer applications (e.g., MS Word, Excel, PowerPoint and Outlook
• Excellent verbal and written communication skills
• Confidence and experience with budgeting
• Knowledge of diverse communities and the nature of community partnerships
• Ability to work as a team member as well as being self-directed
• Highly skilled at meeting deadlines, prioritizing workloads, and managing several tasks at once
• Good judgment and reliability
• Highly organized and excellent time management skills

Hours and Pay:

The successful applicant will work 10-12 hours/week on a flexible schedule (i.e. there will be some weeks that are busier than others). Rate of pay is $17-20/hr.

Application Process:

Interested applicants should send a resumé and cover letter to Ingrid Mündel at imundel@uoguelph.ca by Wednesday, October 15th at 4pm.