The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes includes U of G Among Canada’s Best Employers

Professional and Managerial Group

Bioinformatics Graduate Program Coordinator

Integrative Biology, College of Biological Sciences

Temporary part-time from June 1, 2017 to June 1, 2018

Hiring #: 2017-0191

Please read the Application Instructions [1] before applying

There are four major areas of responsibility for the Program Coordinator:

Student recruitment and tracking: develop and execute a recruitment plan and address student queries.

Industry and public partner recruitment and relationship maintenance: identify and reach out to potential industry and public sector partners, and maintain these partnerships. The aim of this endeavor is to grow student research experiences outside of the university, providing students with external research projects and potential future employment opportunities, and employer input into the program’s training plan.

Web site coordination and development: provide program information to current students, external partners, and faculty, and inform potential students and external collaborators.

Program management: assist bioinformatics faculty in recruiting sessional instructors and TAs, managing research projects and coordinating program governance.

Requirements of the position include: Undergraduate Degree in Bioinformatics or related discipline (Masters Degree preferred) plus experience in Bioinformatics or related research, or an equivalent combination of education and experience. Applicants should demonstrate: knowledge of bioinformatics and its use; excellent communication and organizational skills; ability to foster effective relationships; drive and imagination; initiative and the ability to work independently as well as part of a team.

Classification P02*
Normal Hiring Range $25.76 – $29.62 per hour

*Tentative evaluation

Posting Date: 2017 05 10
Closing Date: 2017 05 24