Communications, Research Engagement and Administration Officer

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Communications, Research Engagement and Administration Officer

Guelph Institute for Environmental Research (GIER)
College of Biological Science

Temporary full-time from November 2019 to November 2020

Hiring #: 2019-0560

Please read the Application Instructions [1] before applying

The Communications, Research Engagement and Administration Officer (hereafter, “Officer”) provides on-going administrative and communications support for GIER and reports directly to Executive Director. The Officer serves as an advisor to the Executive Director on operational decision-making associated with both the administrative and communication sides of the Research Institute. The Officer is responsible for ensuring that administration, research engagement and communication outcomes are achieved in accordance with the Institute’s projected plans. The Officer will support university-wide interdisciplinary research projects in emerging fields of environmental inquiry. The incumbent is the liaison for media and communications-related inquiries and requests for the GIER. They will establish relationships with a number of external organizations in the environmental sectors. Specific responsibilities include: organize GIER events on campus and serve as liaison with internal members and external collaborators from the environmental sector; prepare analyses on the institute’s financials and academic activities; plan and manage budgets; write internal and external, technical or scientific communications; supervise work study students and volunteers working with GIER outreach initiatives.

Requirements of the position include:

- Bachelor’s degree in communications, marketing, or any area of environmental science or environmental studies with at least two years of relevant experience, or an equivalent combination of education and experience
- Expertise in interdisciplinary environmental research communication and administration
- Excellent written and oral communication skills in a rigorous academic environment
- Strong background in research administration, communication with a wide audience (e.g. academics, non-academics, community members, students etc.)
- Experience conducting and/or participating in research
- Experience writing, drafting and providing materials for a variety of audiences
- Ability to work independently with minimal supervision and in a complex, collaborative, multi-institutional, multidisciplinary research environment
- Time management skills for multi-tasking, and operate effectively under tight production timelines
- Flexibility, creativity, and strong problem-solving skills
- Strong interpersonal skills, particularly an ability to deal productively and courteously with people in varied positions, in many different contexts (academic, professional, community members and organizations, etc.)
- Word processing, Outlook365, Microsoft Excel, introductory analysis skills with basic statistical software

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University
invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 10 07  
Closing Date: 2019 10 22

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