Communications and Operations Coordinator

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Communications and Operations Coordinator

College of Biological Science, Associate Dean’s Office

Temporary part-time from September 1, 2023 to August 31, 2025
(21 hours a week)
Hiring #: 2023-0468

Please read the Application Instructions [1] before applying

The Communications and Operations Coordinator will report to the Manager, Research and Graduate Studies and will take on the task of administration within a newly-created Institute: the Biodiversity Institute for Conservation and Synthesis (BICS) and its affiliated Center, the Center for Ecosystem Management (CEM). The Institute’s goals are to support collaborative research initiatives carried out by University of Guelph researchers and external partners that advance the sustainability and conservation of biodiversity and biostructure in the face of global change, while the CEM has a specific focus on monitoring, understanding and managing the health and sustainability of Great Lake ecosystems

The successful applicant will be responsible for: communications, program development, liaising with partners and collaborators, administrative and project support, as well as providing financial oversight to the institute and its centers. This will include:

- Developing communications materials for different audiences
- Writing project summaries and reports, requiring general knowledge of scientific content
- Acting as a point of contact for clients, staff, media, etc.
- Managing correspondence
- Overseeing the financial accounts of the institute: initiating and verifying financial transactions (initiating purchases, processing invoices, etc.), investigating issues and working with the Associate Director, Finance and Operations, as required
- Overseeing project timelines and deliverables
- Designing graphics
- Managing the website
- Coordinating meetings, workshops, and events
- Administering filing systems
- Performing administrative tasks
- Liaising with on and off campus contacts
- Supporting BICS and CEM directors with other duties as required

Requirements of the position: minimum 2 year Community College program in communications, biology or a related discipline, plus 3 years relevant experience, or an equivalent combination of education and experience. A BSc or MSc in a relevant field of biology would be considered an asset. Candidates should demonstrate:

- Excellent communications skills, both written and oral
- Ability to develop and implement initiatives
- Graphic design experience
- Website management skills
Communications and Operations Coordinator
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- Administration skills
- Strong financial literacy
- Project management skills
- Attention to detail and the ability to prioritize and manage time
- Initiative
- The ability to work independently and as part of a team
- An understanding of university cycles and research

Hourly rate $25.22 - $28.18 per hour

At the University of Guelph, fostering a culture of inclusion [2] 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: 2023 08 02
Closing Date: 2023 08 16 (extended)

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