**Are you graduating? Do you need a new Career?**

# We’re hiring for a Full Time: Research Coordinator

#### for a Research Lab on the University of Alberta Campus

|  |  |
| --- | --- |
|  | **Duties*** Plans and coordinates events including meetings, lectures, workshops, and conferences.
* Liaises with researchers, clients, students and collaborators.
* Prepares academic writings and presentations for conferences, meetings, seminars, etc.
* Assists with preparation of Letters of Intent and full proposals for grant funding (proofing, editing, reviewing documents prior to submission).
* Prepares, reviews and reconciles monthly financial reports.
* Provides technical expertise regarding accounting and payroll matters and interpreting contracts.
* Processes travel and expense reimbursements, invoices, purchase orders, and work requisitions.
* Assists with staff recruitment, hiring and personnel management.
* Conducts research by reading and analyzing relevant background materials for projects.

**Qualifications*** Undergraduate degree with a GPA of 3.7 or higher.
* Applicants from any Faculty or background are welcome (ie. English, Psychology, Mathematics etc)
* Excellent communication (oral and written), interpersonal and analytical skills.
* Computer proficiency using MS Word, Excel and PowerPoint, Photoshop, HTML web editors and the Internet.
* Experience with databases, oracle or PeopleSoft an asset.
* Familiarity with literature searches; knowledge of wide spectrum of research techniques and equipment.
* Ability to make timely decisions and acts on individual initiatives; ability to work quickly with minimal supervision.
* Science background an asset
 |

This position offers a yearly salary with room for growth and a comprehensive benefits package.

# How to Apply

Email your resume and cover letter to: wishartadmin@lists.cs.ualberta.ca