**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

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|  | **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](mailto:wishartadmin@lists.cs.ualberta.ca)