Program Coordinator

The Materials for Enhanced Energy Technologies is seeking a Program Coordinator to perform administrative tasks associated with that program for 10 hours per week. The program is funded by NSERC for 6 years, and the aim is to be self-sustaining beyond the period of that grant.

The Program Coordinator should:

- Be proficient in Microsoft Office (Excel, Word, Powerpoint)
- Be able to manage financial accounts (including university systems)
- Be able to prepare an annual report each year
- Be able to organize annual meetings
- Be able to support the logistics of two graduate courses associated with the program
- Be able to communicate effectively with industrial partners
- Be able to update the program website

The Program Coordinator should also have good interpersonal skills. They will be responsible for coordinating the training program involving 8 professors at 4 universities, 24 graduate students per year, and several industrial partners.

The ideal start date is May 1, 2015.

If interested, please contact Reuven Gordon at rgordon@uvic.ca.