



ASTRONOMY RESEARCH CENTRE

Notice of Vacancy

Program Coordinator for the CREATE NTCO Project (0.5 FTE)

Salary plus benefits package - \$27,500 per year

Term position – 1 year (possible renewal for a second year)

Working closely with the CREATE NTCO (New Technologies for Canadian Observatories) team and the Department of Physics & Astronomy administrative staff at the University of Victoria, the PC will manage the NTCO graduate research training program established in 2017. This is a collaborative program designed to foster technological innovation in astronomy and build capacity in Canada's high-tech sector related to astronomical instrumentation. Responsibilities include organizing student funding at several Canadian universities, helping to coordinate graduate student internships with industry partners, arranging student travel, and acting as a first point of contact for inquiries related to the program. The PC is responsible for general financial accounting and record keeping, preparation of reports and statistical information on various aspects of NTCO program, drafting of research partnership agreements, and contributing to the organization of the NTCO annual general meeting. Flexible work hours can be negotiated.

Qualifications:

Essential qualifications include:

- Experience with financial systems and account management
- Computer software skills, in particular Microsoft Word, Outlook, Excel and PowerPoint
- Oral and written communication skills to deal effectively with personnel at academic institutions, industrial partners, and students.
- Flexibility in working styles: working as part of the NTCO team while also being able to work independently with minimal supervision when necessary
- Attention to detail and deadlines
- Two years minimum of relevant office experience or an equivalent combination of education and experience

Additional desirable qualifications include:

- Familiarity with UVic Graduate Studies policies and procedures as well as with Banner, FAST, Cascade, and Connect would be considered assets, as would experience interacting with students in a post-secondary environment
- Experience with website design and content management
- Familiarity with UVic Equity policy, liaising with the Equity office to monitor trends in NTCO team regarding gender and diversity

Interested applicants should send their resume/cover letter to the Department of Physics & Astronomy Administrative Officer, Susan Gnucci at sgnucci@uvic.ca. Deadline for application is **June 7, 2019**.

The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, visible minorities, aboriginal peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the University