

Job Posting: Office Administrator, Canadian Institute for Substance Use Research

Location and Hours: Full-time preferred, 35 hours/week in-person position at CISUR offices, Victoria, BC.

Term: 12 months (with expectation of renewal)

Salary Range: \$28-\$38/hour (depending on experience)

About Us:

The [Canadian Institute for Substance Use Research \(CISUR\)](#) is a world leader in the field of psychoactive substance use and addiction, with the goal of supporting community-wide efforts to promote health and reduce harm. Located at the University of Victoria, the Institute is comprised of researchers representing a broad range of UVic departments, including Nursing, Social Work, Public Health and Social Policy, and Psychology. We are a dynamic workplace with many scientists, staff, and students working on dozens of different research projects that are helping shape our understanding of substance use and the policies that affect it on both a local and global scale.

Position Overview: As Office Administrator at CISUR, you will play a vital role in the supporting the institute's day-to-day operations and its long-term success. Reporting to the Director and working collaboratively with key personnel such as the Administrative Officer, Communications Officer, and project Research Managers, you will ensure smooth operations, compliance with policies and regulations, and effective communication within the Institute. The primary focus of this position will be administrative, operational, and finance support for CISUR generally and for selected research projects, with some responsibilities to backstop communications and other administrative tasks. There is also the opportunity to get involved with research projects, work more closely on communications, or explore other aspects of CISUR that are of interest to you. This is a multi-faceted role with room to grow.

Responsibilities:**1. Centre-specific administrative support (~60%):**

- Provide day-to-day operational support for CISUR, with a focus on ensuring adherence to University of Victoria policies and procedures while maintaining positive relationships with a wide range of internal and external staff and stakeholders.
 - Act as first point of contact for the Institute, which includes answering and directing phone and email queries from the public, prospective students, community partners, or research collaborators.
 - Support budget, grant writing, and ethics applications.
 - Facilitate and coordinate the Institute's operating and research accounts.
 - Assist with development of long-term financial plans for CISUR and Principal Investigators (PIs).
 - Liaise with UVic Accounting Services, Payroll, and the Office of Research Services.
 - Order supplies, arrange maintenance for CISUR facilities and equipment, and reconcile purchases using UVic-issued credit cards and research-related financial accounts.
 - Oversee office spaces, maintain key control, and facilitate office moves.
 - Assist with organization and operation of Institute meetings and events.
 - Support administration of internal CISUR mailing list.

- Provide support for Institute job retention initiatives (e.g., grad student stipends and gym memberships).
- Act as administrative support for CISUR's Director.
 - Assist with Director's meetings and calendar management, travel, and other administrative tasks while maintaining confidentiality.

2. Project-specific support (~20%)

- Provide support to Research Coordinators and/or Project Managers on CISUR-affiliated research projects as needed, including:
 - Orient new research staff to CISUR and carry out onboarding activities.
 - Liaise with CISUR IT to facilitate the setup of departmental computer drive access and the provision of necessary equipment.
 - Follow relevant HR policies, procedures, and processes.
 - Provide advice on hiring procedures, office logistics, and matters related to payroll.
 - Process timesheets for casual research staff.
 - Liaise with UVic Accounting, Payroll, and the Office of Research Services to facilitate day-to-day project administration activities.
 - Process purchases through research accounts.

3. Communications support (~20%):

- Work with the Communications Officer, offer support and back up for various communications duties such as managing social media accounts, updating the CISUR website, handling media inquiries, and administering email lists.
- Assist with development of communications materials when needed (e.g. posters, briefing notes, social media posts, news releases, report layout, video and audio editing, etc.) with the option to work more on these types of projects if interested.
- Provide administrative guidance and support for communications projects.

Qualifications:

- Undergraduate degree with a minimum of 2 years of related operational and administrative experience, or a combination of relevant education and experience.
- Excellent interpersonal skills and the ability to work collaboratively in a team environment.
- Strong written and oral communication skills.
- Excellent organizational and time management skills.
- Proficiency in Microsoft Office (Outlook, Word, Teams, OneDrive, Excel, etc.).
- Ability to work independently, prioritize tasks, and meet deadlines.

Desired Characteristics:

- Experience in budgeting and financial administration a strong plus.
- Capacity to work with electronic administrative systems.
- Experience with grant applications and grant reporting.
- Familiarity with UVic systems (FAST, Chrome River, Cascade) and procedures a plus.
- Experience with Adobe Creative Suite, Canva, Google Analytics and social media management tools is desirable.
- Commitment to social justice, Indigenous knowledge, and health equity.

Application Instructions: Please submit a single PDF file to jethomps@uvic.ca containing:

- Cover letter (noting relevant research experience and desired start date)

- Resume or curriculum vitae

Deadline: Applications will be reviewed immediately, and the posting will remain open until filled.

Equity statement: UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of [groups experiencing barriers to equity](#). Read our full equity statement here: www.uvic.ca/equitystatement

Contact: For questions about the position, please email Joanne Thompson at jethomps@uvic.ca.

Note: Please share this posting with your networks and any interested individuals.

