



**University
of Victoria**

Chemistry

Notice of Vacancy

Program Coordinator (PC) for the CREATE PoND Project (0.5 FTE)

\$19,000/ year

Working closely with the CREATE PoND (Polymer Nanoparticles for Drug Delivery) team and the Department of Chemistry administrative staff, the PC will coordinate the CREATE PoND program. This includes: liaising with the principle investigators of PoND at UVic and three other institutions regarding administrative matters; liaising with the Faculty of Graduate Studies for the inclusion of off-campus courses in the curriculum; and liaising with Research Accounting to manage the CREATE accounts. It also includes preparing reports and collecting statistical information on various aspects of the CREATE PoND program; coordinating delivery of PoND courses at multiple institutions; organizing and coordinating a conference-style multi-institutional research day every year; assisting CREATE students with travel plans (including industrial internships) and claims; maintaining the program website; organizing committee meetings; preparing reports, presentations and meeting notes for various PoND committees.

QUALIFICATIONS:

Essential qualifications include:

- Excellent oral and written communication skills to deal effectively with personnel at several institutions, industrial partners, and students.
- Experience with financial systems and account management.
- Experience with meeting management including calendaring, organizing video conferences, and recording minutes.
- At least two years of relevant office experience or an equivalent combination of education and experience.
- Excellent computer software skills, in particular with Microsoft Word, Outlook, Excel and PowerPoint.
- Flexibility in working styles: working as part of the PoND team while also being able to work independently with minimal supervision when necessary.
- Attention to detail and deadlines.

Familiarity with Graduate Studies policies and procedures as well as with Banner, FAST, and Connect would be considered assets, as would experience interacting with students in a post-secondary environment.

Please send your resume to chemao@uvic.ca. Deadline for applications is Friday, September 6, 2019.