

Administrative Assistant position - Centre for Research and Molecular Modeling

Posting End Date: Until the position is filled

Position Title: Administrative Assistant for the Centre for Research in Molecular Modeling (CERMM)

Research Unit: CERMM reporting to the co-directors for the Centre

Contract Start Date: Dec. 1, 2021

Contract End Date: May 1, 2022

Hourly Salary: 27\$/h

Hours per week:

20h a week from Monday to Friday between 9am – 5pm; schedule to be determined with candidate

Job Description and Specific Tasks

The Centre for Research in Molecular Modelling (CERMM) seeks a part-time administrative assistant to assist with daily tasks, including outreach, scheduling, and research document preparation. CERMM is a research center associated with the Faculty of Arts and Sciences and the Gina Cody School of Engineering and Computer Science whose mission is to enhance research collaboration and HQP training in computational science and related tools. We are currently undergoing a revival and reorientation of priorities under new leadership. As part of this, we are looking for help scheduling weekly and monthly meetings, performing basic website upkeep and logistics, organizing symposia and training workshops, and preparing a document for center renewal, which will include compiling lists of research papers and collaborations between members, as well as organizing and liaising between different members.

Qualifications/skills

- Experience working with small research organizations.
- Proficiency in the use of basic Office and scheduling tools, such as Outlook, Excel, and Microsoft Word.
- Some knowledge of website upkeep.
- Previous experience with academic research organizations is an asset.

How to apply:

Send an email to re.mansbach@concordia.ca or alex.devisscher@concordia.ca with “Application for CERMM admin” in the title.

Employment Equity:

Concordia University is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates, including women, members of visible minorities, Indigenous persons, members of sexual minorities, persons with disabilities, and others who may contribute to diversification; candidates are invited to self-identify in their applications.