CARE Administrative Coordinator - CSBN

Application deadline: February 28, 2023

Start date: March 1, 2023  End date: February 28, 2024
Salary: $25 to $30 per hour
Hours per week: 30
Position title: Support Professional
P. I. or immediate supervisor: Dr. Mihaela Iordanova, Dr. Uri Shalev

Job description: The candidate will be reporting to Dr. Mihaela Iordanova and Dr. Uri Shalev (Co-Directors, CSBN). The Center for Studies in Behavioral Neurobiology (CSBN) is a vibrant and internationally recognized center that promotes the research of 18 faculty members (11 at Concordia University) and more than one hundred trainees including undergraduate students, graduate students, research associates, and postdoctoral fellows. The CSBN provides financial support for a common research laboratory, technical support, some student financial support, and series of seminars and conferences. The Coordinator is responsible for overseeing CSBN financial accounts, invoices, and orders for common laboratory supplies. The Coordinator also handles orders for the laboratories of researchers based at Concordia University, student bursaries, and out-of-pocket reimbursement. The Coordinator assigns CSBN students and postdoctoral fellows office spaces (in coordination with the Dept. of Psychology Space Committee Chair). The Coordinator compiles the annual academic report, annual financial report, and coordinates talks and conferences, and any hospitality related to those events, hosted by the CSBN at Concordia.

Responsibilities will include:

1. Respond to requests from students, faculty and staff. Refer members to appropriate source as required.
2. In consultation with the Director(s) of the CSBN, plan and monitor the budget of the CSBN
3. Monitor and balance CSBN University financial accounts
4. Consult with faculty members and students to process forms related to the award of bursaries for graduate students
5. Order laboratory supplies requested by faculty members and students
6. Obtain quotes for equipment purchases, and produce orders as requested by faculty members
7. Coordinate maintenance and service of equipment as requested by faculty members and students
8. Prepare annual financial reports
9. Communicate with faculty members in order to compile the annual academic report of the CSBN
10. Coordinate travel arrangements for visiting speakers from outside of Montreal. Some flexibility in working hours may be required to handle last minute changes and emergencies
11. Coordinate research events (including scientific symposia, visiting speakers) hosted by the CSBN at Concordia, including catering. Arrange for publicity for these events; arrange the hosting of Zoom sessions for these talks (when necessary). Some flexibility in working hours may be required to handle last minute changes and emergencies.

12. Help organize CSBN Friday seminars, communicate seminars schedule, send timely reminders for Friday talks, and arrange the hosting of Zoom sessions for these talks (when necessary). Coordinate any catering/hospitality related to this event. Some flexibility in working hours may be required to handle last minute changes and emergencies.

13. Coordinate and send reminders for CSBN executive meetings.

14. Process forms needed to provide students with travel awards.

15. Process out of pocket reimbursement for members (trainees and faculty).

16. Reconcile members’ PCARD and TCARD purchases (Concordia faculty).

17. Monitor and balance members’ funding accounts (Concordia faculty).

**Qualifications/skills required:**

- Familiarity with UNITY, used for Web Requisitioning and Financial Reporting.
- Good knowledge of spoken and written English and French to communicate effectively with students, faculty, administration in Concordia and Quebec, and vendors.
- Proficiency in Word and Excel.
- Excellent interpersonal and communication skills.
- Ability to interact effectively with vendors and researchers to coordinate cost-efficient ordering of laboratory supplies.
- Ability to consult as needed with faculty members and university administration to carry out tasks independently.
- A University degree and previous experience working in an academic setting are desirable.

**How To Apply:**

Please send your CV and cover letter to CSBN@concordia.ca by the posting end date of February 28, 2023.

*The position is subject to all conditions outlined in the CARE collective agreement [https://www.concordia.ca/hr/dept/employee-labour-relations/labour-agreements-collective-bargaining/care-ra.html](https://www.concordia.ca/hr/dept/employee-labour-relations/labour-agreements-collective-bargaining/care-ra.html)*

**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.