

# **CANADA EXCELLENCE RESEARCH CHAIR (CERC) IN SMART, SUSTAINABLE AND RESILIENT COMMUNITIES AND CITIES**

## **PROGRAM COORDINATOR (SUPPORT-PROFESSIONAL)**

Posted on: July 29, 2022

Deadline: August 12, 2022

Start date: August 19, 2022

End date: August 19, 2024 (renewable)

Hours of work: 35 hours per week (full time), with flexible schedule

Department: CERC / Building, Civil and Environmental Engineering

Location of work: 2155 Guy St., Montreal, QC H3H 2L9

### **Scope**

Reporting to Dr. Ursula Eicker (CERC), the Program Coordinator manages the daily operations of the CERC unit/program, including administrative operations, student advising, recruitment, communications, and development activities as well as functional supervision of office staff.

### **Responsibilities**

- Manage the daily operations of the unit.
- Assist the Chair with the development of short- and long-term strategies to achieve CERC's objectives.
- Serve as the main channel of communication for the CERC; interact with students, researchers, and targeted community members and organizations.
- Manage and administer unit's budget accounts.
- Ensure effectiveness of the unit's administrative processes through planning, revising and updating procedures, and by implementing improvements to existing processes. Prepare reports and conduct analyses of administrative operations.
- Provide information and organization to the CERC team and its sub-teams.
- Serve as the first point of contact for CERC members for HR related enquiries. Coordinate recruitment strategy and process. Onboard and offboard new students and staff members. Coordinate member experience initiatives including training activities and workshops for trainees.
- Ensure proper information management.
- Coordinate the preparation of program's activities reports.
- Coordinate the procurement of supplies and equipment for the unit.

- Liaise with internal units such as Financial Services, Procurement Services, Human Resources, Research and Graduate Studies, IITS/ITS, Communications Services, Facilities Management, GCS Dean's Office, BCEE department, and others as needed.
- Prepare and disseminate communications materials with the assistance of the team assistant. Administer unit's website and manage internal newsletters.
- Provide outreach and logistical support to the Chair in creating partnerships with external stakeholders.
- Assist with internal and external research grant applications for the CERC and its research fellows.
- Perform other duties in support of the operation of the unit.

## Requirements

- Undergraduate degree in a pertinent field and two to four years related work experience.
- Good spoken and written English (Level 4) to communicate effectively with students, staff, faculty and external contacts.
- Intermediate knowledge of Microsoft Office.
- Knowledge of University policies and procedures (asset).
- Excellent interpersonal and communication skills with the ability to deal sensitively with individuals.
- Ability to multi-task and work under pressure in a team environment.
- Strong planning, organizational, decision-making and problem-solving skills.

## Salary

\$26 per hour

## Union/Association

CARE

Interested applicants must submit a curriculum vitae with a cover letter to [cerc@concordia.ca](mailto:cerc@concordia.ca)

**IMPORTANT: The language and computer skills of short-listed candidates will be tested.**

Concordia University is committed to Employment Equity and encourages applications from women, Aboriginal Peoples, visible minorities, ethnic minorities, and persons with disabilities.