

Administrative and Communications Coordinator

Organizational Unit

University of Victoria-> Research Centres-> Sustainable Energy Systems Integration & Transitions Group

Posting Close Date

22 Nov 2023

Please note that positions will close at 4 p.m. on the closing date.

FTE

1.0

Salary Grade

\$55,000 – \$65,000

Category

Accounting/Accounts Payable, Administrative and Support Services, Financial Accounting, Human Resources/Recruiting

About the Employer

The University of Victoria is one of Victoria's largest employers and one of Canada's best diversity employers. Together we are more than 5,000 dedicated faculty, librarians and staff supporting the University of Victoria's diverse academic programs, world-class research and commitment to civic engagement.

The Sustainable Energy Systems Integration & Transitions (SESIT) Group develops and applies models to understand the sustainable energy system transition. SESIT works closely with the Institute for Integrated Energy Systems (IESVic), a multi-disciplinary research centre whose mission is to chart feasible paths to sustainable energy systems. IESVic is known for its vibrant culture with many alumni active in energy technology innovation, policy development, and sustainability initiatives.

Job Summary

Reporting to the Associate Director, the Administrative and Communications Coordinator has an integral role in the administration of SESIT and the Energy Modelling Hub (EMH). The role ensures the smooth day-to-day operations of the research group and contributes to the strategic direction and implementation of the group's projects. The position is actively involved in strategic and budget planning administration of the EMH and SESIT budget, research grants, contracts and partnership agreements, human resources, operations communications and event coordination.

Job Requirements

This position requires an undergraduate degree plus a minimum of 4 years of related operational, budget and financial administration, communications and events experience in an academic (or equivalent) environment. An equivalent combination of education and experience may be considered.

An interest in energy systems and/or climate change solutions to contribute to the overall mission of SESIT and support SESIT members and students.

Experience requirements:

- Proven ability to produce high quality deliverables (reports, letters, communications).
- Proven strength in written and oral communications.
- Experience creating and managing complex accounting spreadsheets, record keeping, and creating and reconciling budgets.

Competency requirements:

- Superior computer skills using Microsoft Office (Word and Excel) as well as familiarity with university administrative systems (FAST, Cascade, Connect, FMIS, Outlook calendar) or proven ability to learn new administrative systems.
- Ability to make decisions independently, prioritize and consistently meet deadlines.
- Excellent administrative and organizational skills with an ability to manage multiple projects.
- Excellent analytical, critical thinking and problem-solving skills.
- Excellent attention to detail and accuracy.
- Ability to work collaboratively in a team environment.
- Knowledge of EDI issues and best practices in the workplace to support operations and recruiting.
- Strong interpersonal skills demonstrating maturity, tact, diplomacy and sound judgment.
- An energetic self-starter that is able to work in a fast-paced environment.
- Must have a willingness to learn.

To apply

Please send a resume and cover letter outlining your interest and qualifications by email to Deven Azevedo at devenazevedo@uvic.ca. We thank all applicants, but only those selected for an interview will be contacted.

Territory acknowledgement

We acknowledge and respect the lakw,HJan peoples on whose traditional territory the university stands and the Songhees, Esquimalt and 'YSANEC peoples whose historical relationships with the land continue to this day.