

Administrative and Communications Coordinator

Organizational Unit

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

Posting Close Date

March 20th, 2026

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 Principal Investigator, the Administrative and Communications Coordinator has an integral role in the administration of SESIT. 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 SESIT budget, research grants, contracts and partnership agreements, human resources, operations communications and event coordination.

Job Requirements

This position requires an undergraduate degree plus 1-2 years of related experience 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 that contributes to the overall mission of SESIT will be considered an asset.

Experience requirements:

- Experience creating and managing complex accounting spreadsheets, record keeping, and creating and reconciling budgets.
- Proven ability to produce high quality external-facing deliverables (updating website, formatting reports, compiling content for proposals, drafting letters).
- Proven strength in written and oral communications.

Competency requirements:**Budget management**

- Superior computer skills using Microsoft Office (Word and Excel)
- Familiarity with university administrative systems (FAST, Cascade, Connect, FMIS, Outlook calendar) *or* demonstrated ability to learn new administrative systems.
- Maintain the group budget (incoming contracts, staff salaries, travel expenses, etc)
- Manage contract & invoicing processes
- Manage staff contracts (salaries and benefits)

Communications:

Strong communication skills across multiple platforms and with multiple audiences; manage the team's LinkedIn and Website, and other social media platforms as needed

- UVic internal services
- Support group in drafting accessible summaries of their work

Executive Assistant:

- Scheduling meetings internally and with projects partners
- Circulate meeting notes and follow up on action items
- Organize events: group meetings and occasional larger events with researchers
- Handle administrative tasks, including job appointments, purchasing requisitions, travel arrangements, reimbursements, and other admin tasks.
- Provide operational support including: updating CV, assembling & submitting expense reports,
- Ability to make decisions independently, prioritize and consistently meet deadlines.
-

Team support:

- Assist with administrative tasks associated with on-boarding and orientation of new employees, including: ensuring that required documentation is completed for the employee, setting up payroll and benefits, allocating keys, visa applications, purchasing computers, etc.

- Connecting staff and students to supports across campus to address various needs and solving problems as they arise
- Must have a willingness to learn.

To apply

Please send a resume and cover letter outlining your interest and qualifications by email to Jessica Hartley at jessicahartley@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.