Casual Administrative Assistant

Position Summary:

The Institute of Human Development and Well-being (IHDW) is a transdisciplinary unit led by the Faculty of Education. The driving force behind the creation of the Institute is a recognition of the importance of fostering research, training/teaching, and collaboration amongst researchers, undergraduate and graduate students, professionals, schools and communities with an active interest in the development and well-being of the human individual from a transdisciplinary perspective and one which takes account of intersectionality as a theoretical position. Under the direction of the Institute Director, the Administrative Assistant will act as a resource person for the IHDW and administer all aspects of the day-to-day operations.

Primary Responsibilities:

- Liaise with Institute members, other units and partners related to the IHDW. This includes the P. Lantz Initiative on Excellence in the Arts and Education and the McGill Art Hive Initiative;
- Assist in the preparation of annual reports and knowledge translation activities;
- Manage budgeted funds;
- Support fundraising initiatives;
- Maintain social media accounts and IHDW website;
- Oversee casual employees working on IHDW-related activities;
- Manage events and procurement;
- Draft content for reports and briefings;
- Organize team meetings.

Education/Experience:

DEC and three (3) years’ related experience

Other Qualifying Skills And/Or Abilities:

Master’s degree is preferred. Experience in project management and working in a university research environment is an asset. Keen attention to detail, outstanding organizational skills and excellent interpersonal skills. Evidence of ability to multi-task, prioritize, and meet deadlines. Ability to work autonomously and in group settings. Proficient with Excel and other Ms Office programs. Excellent oral and written communication skills in English is required. Written and spoken French, an asset.

Faculty/Unit: Dean’s Office, Faculty of Education

Salary: $25/hr

Schedule: 15 hours/week
**Position Type:** Part-Time

**Duration:** March 1, 2019 – December 31, 2019

**How To Apply:**

Please submit your curriculum vitae and cover letter, clearly indicating the title, via email to: ihdw.education@mcgill.ca

Applications must be received by Thursday, February 21, 2019 at 5:00 PM.

We thank all applicants for their interest, however, only those applicants selected for an interview will be contacted.