Posting
RESEARCH ASSISTANT

Position Title: Research Assistant with the E4A/L4E project

Hiring Unit: Department of Natural Resource Sciences

Supervisor: Prof. Peter G Brown

Work Location: Macdonald Campus, E4A/L4E office

Hours/Week & Schedule: 35 hours / week

Hourly Wage: $27.87

Planned Start Date & End Date: April 1, 2019 – March 31, 2020

Date of Posting: (post for 5 working days minimum) March 19, 2019

Deadline to Apply: March 26, 2019

PRIMARY DUTIES

Responsible for a wide range of duties including, but not limited to, the following:

ADMINISTRATION
- Using computer word processing, spreadsheet, and database software to prepare reports, documents
- Submitting billing payments through the McGill system
- Preparing expense reports through the McGill system
- Purchasing supplies as needed through McGill Marketplace
- Filing material (hard copies and e-files), backing-up electronic files
- Updating and ensuring accuracy of databases

COURSE, MEETING AND TECH SUPPORT
- Coordinating technology and room bookings for courses, workshops, retreats, symposia
- Taking notes at Steering Committee meetings, retreats and workshops
- Making travel, meeting and other arrangements for meetings (Including booking space, catering, technology)
- Providing technical computer support for PI (e.g. Internet searches, computer troubleshooting)

COMMUNICATIONS
- Managing, modifying and adapting communications strategy as needed: Hallway bulletin boards; Website, Twitter, FB, LinkedIn, E4A/L4E Listserv; Weekly bulletin; Yearly newsletter
- Facilitating development of new networks to increase project capacity and output
- Managing global calendar (exam schedules, courses, meetings etc.)

WRITING
- Working in the development and integration of courses and course material
- Preparing grants for submission
- Developing draft reports

Other tasks as assigned by Project Manager

EDUCATION/EXPERIENCE

• For Research Assistant – minimum requirement: Master’s

Master's degree in relevant area

OTHER QUALIFYING SKILLS & ABILITIES
We are looking for someone who can establish and maintain positive relationships within the university and beyond; can communicate effectively in English (written and spoken), with French being an asset; can work cooperatively and effectively with the team to set goals, resolve problems, and make decisions that enhance E4A/L4E goals and objectives; can set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities; is committed to effecting positive change in the world; enjoys working in the academic setting and working with graduate students. Our project (https://e4a-net.org/) requires someone with both a high degree of professionalism and an ability to think creatively.

**HOW TO APPLY**

Please submit your application to:

Dina Spigelski (dina.spigelski@mcgill.ca)
Natural Resource Sciences, Macdonald Campus, MS3-039, 21,111 Lakeshore Road, Sainte-Anne-de-Bellevue, Quebec, H9X-3V9

*McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.*