

JOB POSTING YUSA2

Job Title:	Centre Coordinator											
Department:	Global Labour Research Centre											
Division/Faculty:	Faculty of Liberal Arts and Professional Studies											
Affiliation:	YUSA 2											
Classification:	Band 5											
Salary:	\$22.33 per hour											
Estimated Number of Hours per Week: up to 24 hours/week												
Days Required:	X	X	X	X				Hours	A.M. <input type="checkbox"/>	P.M. <input type="checkbox"/>	Evenings <input type="checkbox"/>	
<i>(Complete if applicable)</i>	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Required:	8:30 AM to 3:30 PM			
								Week days worked and start/end times may be flexible upon agreement with Director.				
Position Start Date: May 18, 2017								Position End Date: April 6, 2018				
Number of Vacancies: 1												

Purpose:	The Centre Coordinator supports the GLRC Director for the overall operation of Centre-related activities, including providing support to financial activities, program administration, and administrative and secretarial support to the Director and GLRC projects.
Responsibilities:	<p>Operations Administration - Budget (40%)</p> <ul style="list-style-type: none"> ▪ Assists with the preparation of the GLRC annual budget, reconciles expenditures monthly and annually, and produces related financial reports; ▪ Provides research accounting support, including completion of, or assistance with completion of, expense reimbursement forms (receiving receipts from faculty members and visitors; checking eligibility of claimed expenses; answering questions regarding expenses; submitting to Finance for reimbursement; and following up on the status of reimbursements, as necessary); ▪ Transfers and handles funds from external grants; receives donations and other financial support from internal and external sources; and completes journal entries to transfer funds between cost centres; ▪ Completes Employee Transaction Forms (ETF) for Graduate Assistants working for the Centre and provides contract administration support, as needed; ▪ Provides support for grant proposal applications, including answering questions about the application process; assisting faculty with developing budgets; liaising with the Dean's Office and the Office of Research Services regarding deadlines and other related information; collecting applications and checking files to ensure applications are complete and meet Faculty and University guidelines; ▪ Monitors and reconciles accounts and petty cash, and completion of financial tasks including payment of invoices, journal entries, purchase requisitions; and ▪ Provides assistance in payroll and hiring processes for the centre, including collecting CVs/resumes, scheduling interviews, completing payroll forms for Research Assistants and casual employees employed at the GLRC.

General Administration (50%)

This position requires an extremely organized, detail-oriented, and motivated individual who can prioritize tasks independently. The Coordinator will take a leading role in establishing and maintaining the general organization and administrative systems of the GLRC, as well as the personal organizational systems of the Director. The Coordinator will need to manage multiple deadlines and multiple schedules, as well as completing work that will involve considerable judgment, tact, creativity and initiative to solve problems.

- Provides assistance in coordinating meetings, workshops, GLRC social events, and other events (e.g. conferences, speaker series, reading groups); assists with event organization, including creating and distributing promotional communications, sending invitations and tracking RSVPs, room bookings, catering arrangements, arranging for print materials and audio-visual equipment, liaising with guests for directions, parking passes, and hospitality arrangements; and arranging special accommodation as needed;
- Responds to inquiries by phone, email and in person about the GLRC, its events and activities;
- Coordinates Director's calendar and meetings, including booking meeting rooms, ordering catering, etc.; provides clerical support including word processing, data entry;
- Develops reports and creates content for various reports (e.g. annual report);
- Administers the GLRC's email lists (Lotus notes groups/list-servs);
- Supports the Directors in fundraising activities and liaises with University Advancement, faculty members, alumni, and community partners over fundraising issues;
- Coordinates the meetings of the GLRC Executive Board (once each term), including preparing and circulating agendas, arranging meetings, confirming attendees, taking minutes, copying and distributing related material and documents;
- Coordinates the annual meeting with the GLRC Advisory board and external community partners, as well as any Open Houses organized to promote and discuss Centre activities;
- Oversees the office information systems, including paper and electronic files, and coordinates allocation of space, keys, and security cards within the GLRC office;
- Leadership and ongoing support in implementing and maintaining filing (paper and electronic) and organizational systems for the GLRC;
- Establishes and maintains priorities and systems for general office operations;
- Takes inventory and orders office supplies and stationery, including coffee;
- Coordinates scheduling and assignment of research carrels in the GLRC Graduate Student Resource Room; and
- Supervises the work flow of GLRC Graduate Assistants and Research Assistants, and casual employees, including scheduling and monitoring work hours, collecting and filing timesheets, and maintaining a work schedule for GLRC study space.

Website (5%):

- Maintains and updates the GLRC website; and
- Provides editorial support for the GLRC's publications (working paper series, website, newsletter) editorial experience is an asset.

Other Related Duties, as Required (5%)

Skills Required:

Education:

College Diploma in Business Administration or related discipline; University Degree in a field such as Political Science, Sociology, Labour Studies, or in a related field in the Social Sciences or Humanities is an asset.

Experience:

Two to three years of administrative experience in an academic or related research focused unit or NGO environment; experience with, or demonstrable knowledge and awareness of issues related to critical social

science research, labour, and social justice is an asset; Experience working with labour organizations (e.g. trade unions/or work centres) is also an asset; some knowledge of graduate grant application processes at tri-council agencies (e.g. SSHRC, CIHR) is required.

Required skills:

A Excellent written and oral communication skills to elicit information and answer inquiries; interpersonal skills, dealing courteously and effectively with people; tact and diplomacy is essential;

B Exercising good judgment and initiative and maintaining strict confidentiality; excellent problem-solving and decision-making abilities;

C Demonstrated attention to detail and accuracy;

D Excellent planning, organizational skills and analytical skills; setting priorities and coordinating multiple tasks with conflicting deadlines

E Ability to coordinate meetings, take minutes and synthesize information into action;

F Budget reconciliation and forecasting including planning and monitoring budgets;

G Demonstrated skill/ability in word-processing (intermediate MS Word); spreadsheets (intermediate MS Excel); electronic calendar/scheduling software and email (Lotus Notes); and web-based applications;

H Uses software to update websites (e.g., Word Press/Contribute, Photoshop, Adobe InDesign); and

Other:

I Demonstrated record of good attendance and punctuality.

Contact Person: Ikram Muhammad, HR Business Partner

Location for Submitting Applications: Please submit your cover letter and resume to ikramm@yorku.ca

Subject: Centre Coordinator – GLRC