Job Title	WAVE Research Administrator
Reports to Position	Dr. Thomas Issekutz, Physician and I3V Executive
Project Title	WAVE 1
Faculty/ Department	Faculty of Medicine
FTE (based on 35 paid hr work week)	0.4, work hours are flexible
Duration	6 months minimum
Start Date	March 1 or as soon as possible thereafter

The Mission of the Faculty of Medicine is to inspire and enable excellence in health care through its medical education and research programs, and by serving and engaging society. The Faculty of Medicine developed a mechanism for identifying, mobilizing and supporting strategic research areas, known as the WAVES. In the fall of 2017, an internationally competitive WAVE 1 team, Infection, Immunity, Inflammation & Vaccinology (I3V) WAVE, was created.

Key Responsibilities:
- Act as a primary communications person for the Wave 1 Team, answer phone calls, relay messages, email communications, website development and maintenance, etc.
- Coordinate and arrange various committee meetings; book rooms, record minutes, prepare and distribute agendas, minutes, and other relevant materials.
- Coordinate and plan logistics for seminar series.
- Coordinate training program elements, including communications, scholarship competitions (peer review) and management of financial accounts.
- Perform reconciliation of financial accounts and other financial duties (purchase orders, cheque requisitions, journal entries, process travel claims, etc.)

Qualifications:

- Office/ Business Administration diploma with 2 years relevant experience in administrative support or coordinator role, preferably in a university/higher education, government, or hospital setting (equivalent combinations of training and experience will be considered).
- Excellent communication and interpersonal skills are required.
- Ability to adapt, prioritize and stay organized is required.
- Demonstrated ability to work in a confidential environment.
- Event organization experience would be an asset.

Please send resumes to rebecca.robertson@iwk.nshealth.ca