CASUAL OPPORTUNITY
DALLA LANA SCHOOL OF PUBLIC HEALTH, UNIVERSITY OF TORONTO

December 14, 2023

Role: Research Administrative Assistant
Hours of Work: Part-time, 60% FTE (work schedule TBD)
Hourly Rate: $31/hr to $34/hr, depending on education and/or experience.
Length of contract: 6 months (until June 30, 2024)
EXPECTED NUMBER OF WORK HOURS PER WEEK: 21.75

As Research Administrative Assistant, you will play an integral role in supporting a variety of administrative initiatives utilizing your grant administration expertise. You will be verifying that the information on funding agency forms meets funding criteria along with maintaining information on our website. Your exceptional communication, organizational and critical thinking skills, coupled with your strong attention to detail will be key to your success in this role.

SUMMARY OF DUTIES

Provides grant and research administration support by:
• Conducting literature review
• Analyzing data collected for publications and/or presentations use
• Analyzing results and preparing statistical reports for research papers
• Proofreading and fact-checking content
• Writing research summaries for reporting purposes
• Tracking and collecting information on project progress

Provides administrative support by:
• Coordinating meeting schedules, agendas, materials, action and follow-up items
• Scheduling travel plans and requesting appropriate accommodations.
• Determining logistical details and activities for events and/or programming
• Updating and maintaining curriculum vitae
• Checking that proper approvals are obtained prior to processing transactions.
• Collecting and submitting expense reimbursement claims
• Responding to enquiries within the defined scope of the role and redirecting as appropriate
• Maintaining senior staff calendars

QUALIFICATIONS:
• Bachelor's Degree in a related field or acceptable combination of equivalent experience (Master’s Degree preferred).
• Minimum two years relevant grant administration experience
• Knowledge or skills in Statistical analysis: SPSS
• Experience updating and managing databases
• Experience in conducting literature reviews and writing and/or editing manuscript, and/or scholarly writing
• Excellent communications skills (written and verbal), with ability to work independently but
also effectively as part of a multi-professional project team.

- Ability to exercise initiative, tact, discretion, and to work under pressure to meet deadlines and manage multiple processes

**SUBMISSION OF APPLICATION**

Please submit a one-page cover letter and Curriculum Vitae by email by **January 8, 2024** to pierre.lee@utoronto.ca