

JOB OPENING: Part-Time Research Administrative Coordinator - 18-month maternity leave contract
Environment, Society and Policy Group (ESPG)
University of Ottawa (downtown Ottawa)

Be part of a busy research lab with contacts and connections in Arctic Canada and around the world!

Dr. Jackie Dawson, Director of the Environment, Society, and Policy Group (www.espg.ca) at the University of Ottawa (Department of Geography, Environment and Geomatics) is seeking applications for an 18-month part-time Research Administrative Coordinator to support our work on numerous research projects. The Environment, Society and Policy Group (ESPG) is an interdisciplinary research group conducting policy-focused research in partnership with government (including Inuit government), industry, and Arctic communities. We examine the opportunities and challenges of shipping and economic development in Arctic regions and around the world.

This position requires an organized, friendly, and efficient individual up for the task of keeping a busy professor and research lab organized. Key responsibilities include: management of online budgeting software and databases, processing expense claims, ordering of equipment and supplies for the research lab, liaising with research staff and assistants, administrative support for meetings, booking travel, assisting with email and telephone correspondence, and general administrative support to Dr. Dawson.

Duration: This contract is 18 months in length, to cover a maternity leave. The expected start date is mid-September 2019.

Hours: 10-15 hours per week, specific schedule negotiable. The need for a work-life balance is understood; occasional flexibility in work hours at busy times may also be required.

Pay rate: Experience dependent.

Enthusiasm and high level of organization are absolutely necessary. If this describes you, please submit your CV, a short cover letter, and contact details for two references to Megan Ihrig, at mihrig@uottawa.ca no later than August 6th, 2019.

Please note that only short-listed applicants will be contacted.