Job Title
Administrative Assistant, Humanitarian Water Engineering | Global Health & Humanitarianism, Dahdaleh Institute for Global Health Research

Overview and Job Purpose
Under the supervision of the principal investigator and organized research unit (ORU) director, the Dahdaleh Institute is seeking a full-time administrative assistant to join our dynamic research community. The administrative assistant will support office administration, communications, events programming, and financial administration at the Dahdaleh Institute. They will work with the director, coordinator, and other Institute staff to develop and manage an ongoing seminar series and other Institute events, prepare and disseminate Institute communications, and ensure the smooth operation and accurate record-keeping of all Institute activities. The successful candidate will have administrative experience in an academic research environment, excellent organizational and communication skills, and proficiency with a range of software applications.

The administrative assistant will primarily work in person at the Dahdaleh Institute office (York University, Toronto). This is a full-time position, 35 hours per week, for up to one year, starting immediately. Salary range: $45,500 to $58,500, depending on experience and qualifications, plus a comprehensive benefits package.

We welcome applications from all qualified individuals, including but not limited to women, persons with disabilities, visible minorities (racialized), Indigenous Peoples and persons of any gender identity and sexual orientation. York University is committed to a positive, supportive, and inclusive environment.

Major Responsibilities
General Office Administration (30%)

- Provides efficient and effective client service support by responding to general enquiries (in person, by telephone, and by email) from internal and external stakeholders
- Coordinates space and workstations, including scheduling and booking meeting rooms in a shared calendar
- Provides administrative support to research projects and Institute programs and activities by drafting documents, keeping records on MS Teams and OneDrive;
uploading and updating records on Airtable database, and procuring and maintaining inventory of office supplies

- Assists with developing and updating standard operating manuals for Institute processes
- Attends and takes minutes during staff meetings

**Event and Communications Support (30%)**

- Manages all aspects of event planning, promotion, and logistics
- Acts as a resource for Institute members and affiliates for event ideas, location selection, vendor selection, audiovisual tools, etc.
- Maintains and updates the Institute’s calendar
- Produces event materials such as signage, name tags, place cards, programs, and menus
- Provides event support (tech checks, Zoom maintenance, invitations/follow-ups, room setup, etc.)
- Creates and disseminates communication materials, including press releases, flyers, posters, leaflets, brochures, event notifications, and invitations
- Manages the Institute’s social media accounts (Twitter, Facebook, LinkedIn), drafts messages for engagement
- Collects and distributes information about Institute members
- Creates, edits, and distributes the Institute’s newsletters
- Coordinates the publication of Institute activities by collaborating with researchers and staff to write, edit, and submit articles for promotion in York’s journal of record, *YFile*
- Ensures all written work follows the Dahdaleh Institute Style Guide and is reviewed and edited

**Financial Administration Support (30%)**

- Completes all finance- and expense-related paperwork for the Institute and its affiliates, including but not limited to timesheets, payment requisitions, purchase requisitions, accountable advances, processing of invoices, preparing and submitting journals, purchase orders, claims for reimbursement, etc., for review by the finance officer prior to submission to the Institute director for approval
- Prepares monthly reconciliation of operating and endowment funds
Maintains back-up documentation for all transactions for operating and endowment funds
Provides information and assistance to Institute affiliates related to the completion of forms
Follows up with various departments as required (e.g., missing information, incorrect charges) and resolves any discrepancies
Brings unresolved issues to the attention of the finance officer
Investigates proper policies and procedures upon request
Tracks balances, commitments, and status of select grants
Assists finance officer with preparation of draft financial reports and budgets
Prepares payroll submissions for review and brings any concerns and discrepancies to the attention of the finance officer and Institute coordinator

Executive Support (10%)

Provides administrative and special projects support to the Institute director and associate director as requested

Qualifications

Demonstrated ability to work collaboratively in a team setting
Able to work on-site at the Dahdaleh Institute
University undergraduate degree
Minimum 1-2 years administrative experience in an academic research environment
Excellent written and oral communications skills
Strong financial administration skills
Strong organizational skills and excellent ability to manage time and multiple priorities
Strong proficiency in Microsoft Office (Word, Excel, PowerPoint)
Experience updating and maintaining websites and social media platforms
Experience with Hubspot or similar customer relationship software (strong asset)
Experience with Canva or Adobe Creative Cloud (strong asset)

Application Deadline
Ongoing. Initial application review begins on October 3, 2022.
How to Apply
Submit your application package via the form here: https://airtable.com/shrhxBpRN98sBLYXL

Your résumé should clearly reflect how you meet the posted qualifications. Only short-listed candidates will be contacted.

If you have any questions, please email dighr@yorku.ca