

**Position Title:** Administrative Assistant to the Vice & Associate Directors

**Program:** Connected Minds

**Contract Term:** 3-Years with possibility of extension

**Annual Salary:** \$55,000 plus benefits

**Hours of Work:** Full-time; 35 hours per week

#### **ABOUT CONNECTED MINDS:**

Connected Minds: Neural and Machine Systems for a Healthy, Just Society (2023-2030) combines York's existing science and technology research ecosystem, and longstanding institutional strengths in the social sciences, arts, and humanities with Queen's University's complementary strengths in neuroscience, health, and artificial intelligence, as well as a substantial consortium of multi-sector partners. The Connected Minds vision is to co-create and co-lead socially responsible, community engaged research that produces innovative technologies, policies, and regulations that optimize the benefits and mitigate the risks of the new techno-social collective. Connected Minds will fund 35 strategic faculty hires, partner-focused seed, team, and prototyping grants, KM/commercialization events, and an ambitious multi-institutional micro-credential training program with 385 trainees and cross-sector stakeholders. All activities will require interdisciplinary participation, and we will prioritize projects that benefit Indigenous and other equity-deserving groups. With CFREF funding, Connected Minds will lead Canada and the world in the socially responsible creation and adoption of scientific and technological innovation to promote a healthy, resilient, and just techno-social collective.

#### **JOB PURPOSE:**

The Administrative Assistant plays an integral role supporting the operations of the new Connected Minds program, by providing dedicated efficient, professional, and confidential support to the program Vice Director and Associate Director related to both the Connected Minds program and other related research and admin undertaken by Directors. The role will be a key liaison between Vice and Associate Director to students, faculty, staff and high-level internal and external contacts to facilitate program activities. As the first point of contact to the Vice and Associate Directors, the Administrative Assistant is responsible for assessing the importance and urgency of issues that arise and determining the best course of action in addressing the issues, triaging where necessary. The incumbent must be a quick learner and able to adapt in a fast paced, rapidly changing environment. The Administrative Assistant will play an active role towards contributing to Connected Minds' commitment in supporting equity, diversity and inclusion.

#### **MAJOR DUTIES:**

- Prepares and manages flow of communication for both the Connected Minds program and other related research and admin undertaken by Directors:
  - Manages email, phone and written communications.
  - Produces correspondence, requests for information and documents.
  - Proofreads materials to ensure adherence to program and university procedures and standards.
  - Manages the calendar(s) of leadership members, and schedules meetings, appointments, travel and special functions, ensuring calendar(s) remains conflict-free.
  - Prepares briefing materials, presentations, reports and other required materials for meetings/events and assists with grant application materials & preparation.

- Attends Connected Minds meetings, produces minutes, formulates meeting agendas and prepares materials for distribution.
  - Reviews correspondence prior to obtaining relevant leadership's signature.
- Organizes and coordinates logistics for events, including meetings, presentations, conferences, symposia, and site visits, from venue booking to invitation lists, travel and accommodation arrangements, vendor negotiation, and facility arrangements etc.
- Completes standard finance and HR forms on behalf of Vice and Associate Director and submits to Finance and HR for processing. Where necessary, assists in the procurement of research equipment and supplies, including placing, following up on and finalizing orders, in accordance with University and funder policies and guidelines.
- Liaises with Connected Minds investigators, other internal York support units (e.g., VPRI, ORS, Facilities Services, Faculties, Research Accounting Payroll, UIT etc.), and external parties (partners, collaborators, government agencies, funders, vendors etc.) to facilitate program activities and payments as directed by the Vice and Associate Director.
- Sets up and manages physical and online filing systems, contact lists, and telephone systems.
- Maintains high-level and detailed knowledge of leadership's program budgets and budget processes to support them in daily research requirements. Prepares financial documents for signature.
- Liaises with research partners as needed, including gathering materials for progress reports, inputting data into reporting systems for grants, as needed.
- Assists in the preparation of quarterly, annual and ad hoc reports (narrative, financial, FTE), on deadline.
- Processes claims for reimbursements for Vice and Associate Director or as directed related to Connected Minds and connects with the University Services Centre (USC) and other departments to resolve issues as needed.
- Monitors and updates the program leadership's websites and other research websites to maintain current information as required.
- Liaises with partner organizations and researchers to develop and maintain excellent working relationships, ensuring strong lines of communication. Acts as the primary contact in the absence of the Vice and Associate Directors.
- Proactively addresses operational issues and makes suggestions for improvement to the Vice and Associate Director to minimize impact on the research.

## **QUALIFICATIONS:**

- Bachelor's degree in business, accounting or management, with minimum two years of relevant experience in an academic/research environment. Experience working in psychology, neuroscience, health sciences, law and social science would be an asset;
- Familiarity with academic/research procedures such as grant applications and proper referencing;
- Superior organizational skills to simultaneously handle conflicting priorities and meet deadlines;
- Ability to work quickly and efficiently in a complex and frequently changing high volume environment;
- Comfortable with budgets and an understanding of accounting principles;
- Excellent communication skills, both oral and written;
- Effective interpersonal skills, discretion, and the ability to maintain confidentiality;
- Experience liaising with multiple organizations and managing relationships;
- Strong attention to details is required for this position;
- Familiarity with procurement processes an asset;
- Comfort with website maintenance and the use of online web resources;
- The ability to work independently and as part of a team;

- Intermediate proficiency in Microsoft Office products, including Excel, PowerPoint, Word and Outlook;
- Experience working with Indigenous Peoples/Communities would be an asset.

*Note: The duties of Administrative Assistant may evolve as the Connected Minds program expands and priorities shift. Flexibility, comfort with ambiguity, and a readiness to adapt to change will be essential.*

**Application Instructions:**

Please submit a cover letter and resume to Emma Yuen, Senior People Partner, at [emmay@yorku.ca](mailto:emmay@yorku.ca). This position is open until filled.