

Administrative Coordinator - Institute on Ethics & Policy for Innovation

Position: Administrative Coordinator

Bargaining Unit: Unifor Local 5555, Unit 1

Area: Institute on Ethics & Policy for Innovation, Department of Philosophy, Faculty of Humanities

Location: Hamilton, Ontario, Canada (Hybrid in-person and remote)

Schedule: Full time, 35 hours/week, Monday to Friday, 8:30 - 4:30

Location: Hamilton, Ontario, Canada (Hybrid in-person and remote)

Compensation: \$27.95 - \$39.35 hourly (Pay Grade 8)

Appointment: Limited-term; two-year contract with benefits and pension (subject to renewal)

ABOUT THE INSTITUTE ON ETHICS & POLICY FOR INNOVATION

The Institute on Ethics & Policy for Innovation (IEPI), based in the Department of Philosophy, Faculty of Humanities at McMaster University in Hamilton, Ontario, Canada, is focused on identifying and addressing ethical challenges, ethics-related risk, and policy gaps that have the potential to undermine the impact of life-saving technologies and interventions in Global Health. The Institute operates on a demand-driven consultation model to support researchers, funders, sponsors, policymakers, and other stakeholders in global health navigate ethical issues that impact their work across the innovation lifecycle. The ethics consultation service is supported by programs of research across four core pillars: data ethics & governance, translational science, infectious disease management, and emerging technologies.

IEPI is currently supported by a major grant from the Bill & Melinda Gates Foundation (BMGF) and a grant from the Canadian Institutes of Health Research (CIHR).

THE OPPORTUNITY

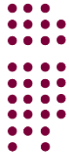
Jointly reporting to the Director and Assistant Director of the Institute on Ethics & Policy for Innovation, the Administrative Coordinator provides high-level administrative and operational support to the IEPI team. As front-line staff, the Administrative Coordinator will liaise with a variety of stakeholders from our global health research community, including partners, funders, and other internal and external stakeholders. They will also coordinate meeting schedules, minutes, agendas, materials, and follow-up items for IEPI's senior leadership team. The Administrative Coordinator must be well organized, have exceptional attention to detail, be able to manage conflicting demands, and demonstrate the ability to independently complete high-quality work to meet established goals. The successful incumbent will proactively manage the Director and Assistant Director's weekly and monthly tasks and develop priority lists based on activities in their calendars.

GENERAL DESCRIPTION

Organizes and performs a full range of administrative duties for an academic unit/department that requires a thorough understanding of departmental organization, functions, policies and procedures. Supervises and coordinates an administrative team within the department.

DUTIES & RESPONSIBILITIES

- Monitor and maintain project budgets.
- Monitor and reconcile account expenditures to ensure compliance with funding agency requirements.



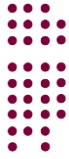
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- Hire, allocate, and evaluate administrative team members.
- Process agreements and contracts from various agencies and obtain appropriate signatures.
- Assist with negotiations with suppliers or contractors for best prices and services by gathering applicable information.
- Organize and coordinate special events including arranging venue, catering, and audiovisual equipment.
- Liaise with students, staff, faculty, and external organizations and professionals.
- Update and maintain program or departmental websites.
- Create and maintain spreadsheets, forms, or databases to input, track, store, and retrieve data.
- Design tables or charts to illustrate data.
- Provide detailed information to students, staff, and faculty.
- Attend and participate in meetings. Take meeting minutes.
- Collect, enter, deliver, verify and manage data.
- Review, edit, and format a variety of documents including but not limited to correspondence, grant applications, manuscripts, reports, abstracts, slide presentations and minutes.
- Adhere to established deadlines and schedules.
- Complete financial forms such as travel expense reports, advances and electronic cheque requisitions, payroll, purchase orders and journal entries.
- Gather and compile information for spreadsheets and reports.
- Set up and maintain filing systems, both electronic and hard copy.
- Assemble, copy, collate, and distribute documents and packages.
- Schedule and coordinate meetings including room bookings, agendas, catering and travel arrangements.
- Set up audiovisual equipment and teleconference calls.
- Conduct database, literature, and web searches to find references and articles used various documents such as research papers, grant applications, and reference manuals.
- Monitor, arrange repairs, and order supplies and office equipment.
- Maintain confidentiality of information.



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- Greet visitors, answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established departmental/unit policies and procedures.

QUALIFICATIONS:

- Bachelor's degree in a related field.
- Requires 5 years of relevant experience, including one year of supervisory experience.

ADDITIONAL REQUIREMENTS:

You will have a minimum of a Bachelor's degree in a relevant field of study and will possess 5 years of relevant experience in the administrative field. You will be expected to organize and perform full range of administrative duties for a research institute/department.

To be successful in the position, you will have demonstrated experience in:

- Planning, coordinating and managing administrative functions within an academic unit/department.
- Independently organizing your time to meet established deadlines and deliverables.
- Expert level written and verbal communication skills.
- Flexibility to adapt to changing demands and working under pressure at a high level of effectiveness in a fast paced, high-volume environment.
- Supporting a senior level executive with calendar management, travel arrangements and expense reimbursement management.
- Exceptionally organized and has excellent attention to detail
- Experience in supporting a variety of stakeholders in a research or healthcare environment.
- Advanced computer skills in Microsoft Office (i.e., Word, Excel, PowerPoint, etc.)

If you possess these skills and qualifications, we welcome your application to the join the IEPI team. Applications can be submitted via careers page on the McMaster website and must include a **cover letter and resume**.