

York University

Administrative Assistant, Research

Reference: 107398

Duration: Contract Full Time

Location: 4700 Keele Street, Toronto

York is a leading international teaching and research university, and a driving force for positive change. Empowered by a welcoming and diverse community with a uniquely global perspective, we are preparing our students for their long-term careers and personal success. Together, we can make things right for our communities, our planet and our future.

PLEASE NOTE: THIS IS A FULL-TIME TEMPORARY CONTRACT TO APRIL 5, 2024

The Faculty of Liberal Arts & Professional Studies (LA&PS) is the largest Faculty at York University with over 24,000 undergraduate and graduate students, and almost 100 programs delivered through 25 Departments, Schools and Colleges, plus the IBM Markham Learning Site. York University is known for championing new ways of thinking that drive excellence in promoting and enhancing student success. Through innovative course design, diverse experiential education and learning opportunities, and a supportive community environment, our students receive the education they need to create big ideas that have an impact on the world.

Reporting to the Director, Strategic Research & Partnerships and working under the direction of the Associate Dean, Graduate Studies & Research (AD), the Administrative Assistant, Research will provide administrative support to the AD and Director. The incumbent will also support the various activities of the LA&PS research team, such as awards and events, committee support, and research applications submissions. The incumbent also supports the vision, mission, values and strategic direction of the Faculty of Liberal Arts & Professional Studies (LA&PS) and York University, and understands how their efforts contribute to the goals and objectives of the Schools/Departments, the Faculty and the University more broadly. Also contributes to a positive, supportive and student-focused team environment of high performance, respect, trust, collaboration and continuous improvement. embraces diversity and fosters inclusion.

To be considered for this opportunity, you will bring the following:

Education:

- Post-secondary diploma in office administration or general business.

Experience:

- Minimum of three (3) years' recent related experience in an administrative role.
- Experience must include coordinating administrative processes, providing calendar management and administrative support to senior-level administrators.
- Experience dealing with corporate, business and government entities.
- Coordinating multiple activities and events in a fast-paced environment.
- Experience working in a research office/administration environment preferred.

For full position details, including skills and knowledge requirements, and to apply to this exciting opportunity visit the External Career Portal (www.yorku.ca/jobs) and refer to posting 107398.

We offer comprehensive benefits and access to superb educational and recreational facilities. For more information on what York has to offer U please visit: <http://hr.info.yorku.ca/benefits/>

Please apply online at: <https://rita.illicohodes.com/go/641da01cfcb2c6083a44889d/51fc022158b70066fae49fc4/en>