We Invite Applications for the Following Position:

Assistant Research Project Manager

Under the supervision of Project Manager and Research Director, a part-time Assistant Research Project Manager is required for an Indigenous education research project to assist with administrative, management and research related tasks.

Responsibilities:
- Organize tasks as required by project team including: creating meeting agendas, booking meeting rooms, photocopying and printing all required meeting materials, note taking, catering, research documentation, booking flights and accommodation, support the maintenance of project expenditures, and maintain accurate records for project management.
- Support the scheduling of research activities, team meetings, travel and site visits to ensure that they align with the research project work plan.

Skills & Qualifications
- Must have previous experience with research project management and research project management software.
- Knowledge and strong understanding of Microsoft Word & Excel software.
- Exemplary communication skills (oral and written) to ensure vital information is passed across to team members in a timely and professional manner.
- Ability to work independently and self motivated.
- Strong inter-personal, organizational skills and a team player.
- Knowledge and experience working with Indigenous communities.
- Ability to handle confidential materials in a sensitive manner.
- Flexible schedule to work with project tasks and priorities.
- Must live in the lower mainland and have ability to travel to team meetings in Vancouver.

Salary $30.00/hr plus 12% benefits @ 10 hrs/week
Start Date: ASAP
End Date: March 31st, 2019

Please email a detailed CV and cover letter by 4:30 pm by September 2nd, 2018 to Dr. Jeannie Morgan: nmorgan@sfu.ca & Dr. Amy Parent: aparent@sfu.ca