

<b><u>Position Title:</u></b>	Administrative Assistant
<b><u>Program:</u></b>	Connected Minds
<b><u>Contract Term:</u></b>	2-Year with possibility of extension
<b><u>Annual Salary:</u></b>	\$65,000 plus benefits
<b><u>Hours of Work:</u></b>	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 Connected Minds program, by providing efficient, professional, and confidential support to the program operations. The role will be a key liaison with students, faculty, staff and high-level internal and external contacts to facilitate program activities. As the first point of contact, 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 to the appropriate program members. 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 communications for the program:
  - Manages email, phone and written communications and triages to appropriate members where necessary.
  - Produces correspondence, requests for information and documents.
  - Proofreads materials to ensure adherence to program and university procedures and standards.
  - As needed, supports management of leadership calendar(s) and calendars of the program, 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.

- Attends meetings, produces minutes, formulates meeting agendas, and prepares materials for distribution.
  - Reviews correspondence prior to obtaining relevant leadership 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 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.
- Facilitates and oversees on-boarding setup and support services for incoming trainees and staff, including orientation, resource management, and access requirements.
- Sets up and manages physical and online filing systems, contact lists, and telephone systems.
- Maintains high-level knowledge of the program's budgets and budget processes to support 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 program members and connects with the University Services Centre (USC) to resolve issues as needed.
- Monitors and updates the program's 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 team members.
- Ensures efficient operation of the program by developing standard operating procedures and documenting best practices, for seamless information sharing and training of new members.
- Proactively addresses operational issues and makes suggestions for improvement to leadership 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.
- Familiarity with academic/research procedures such as grant applications and proper referencing.
- Effective 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.
- Ability to work with budgets and an understanding of accounting principles.
- Effective communication skills.
- Effective interpersonal skills, discretion, and the ability to maintain confidentiality.
- Experience liaising with multiple organizations and managing relationships.
- Effective attention to details is required for this position.
- Experience supporting procurement processes an asset.
- Ability to maintain websites and social media channels.
- Ability to work independently and as part of a large team.

- Proficiency in Microsoft Office, including Excel, PowerPoint, Word and Outlook.

*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.