

Job Description

Job Title:	CIARS Administrator
Department:	Electrical & Computer Engineering
Reports To:	Director, Centre for Intelligent Antenna and Radio Systems
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	December 2017

Primary Purpose

The CIARS Administrator provides daily administrative and operational support to the Centre for Intelligent Antenna and Radio Systems (CIARS). This position is responsible for support to the Director and entire research team with administrative and financial functions relating to all research projects.

Key Accountabilities

Research Project Support:

- Maintain an understanding of task/time project progress, milestones, deliverables, contractual compliance, and required reporting for ongoing research projects as it relates to administrative and financial elements
- In conjunction with the Financial Coordinator provide project finance monitoring/reporting for CIARS projects
- Under the guidance of the Director, assisting with preparation of reports for submissions to project sponsors
- Serves as key contact and resource for the research project's activities and ensures Director is kept current on new developments related to various projects
- Coordinates with Office of Research colleagues documentation as it relates to current NDA's, Research Agreements, Forms 300's, Proposal inquiries/deadlines
- Prepares hiring documents/payroll forms for research assistants, visitors, and co-op students
- Tracks team member appointments/contract end dates to ensure appropriate documentation is prepared in a timely manner for submission and to ensure continuance in related project tasks
- Develops and maintains effective consultative and collaborative relationships with key stakeholders including the research teams, industry partners and partner organizations
- Manages research information including confidential materials and data
- Arranges space, equipment, keys, telephone, and computer accounts for these individuals

Financial Responsibilities:

- Ensure all accounts are soundly managed and reconciled; track expenses and income against budget amounts, identifying and resolving issues as applicable and updating the Director on a regular basis
- In collaboration with the department financial coordinator and Office of Research, ensures all work and use of budget is carried out in accordance with university policies and agency guidelines including research grants and other CIARS accounts as applicable
- Independently handles the invoicing and follow up of cost recovery/revenue generation for CIARS accounts including follow up with industry partners when necessary
- Process expense reimbursements for Director

Job Description



- Provide support and guidance to other team members with expense submissions
- Remain current on knowledge of all university financial policies and procedures with a solid understanding of financial systems for handling purchase requisitions, expense reimbursement and invoicing approval process

CIARS Administration:

- Coordinates the purchase of supplies and equipment, maintaining records, ensuring eligibility and that budget allocations are adequate
- Drafts lab contracts and prepares quotations/invoices for CIARS services
- Implements administrative policies/procedures and systems to meet CIARS operational needs and inform team members
- Monitors laboratory and other research supplies or equipment, submit purchase requisition as needed
- Assists with scheduling use of lab equipment and upholds safety requirements in seven labs
- Tracks and assists with managing project work flow in assigned labs and workspaces
- Coordinates all CIARS requests with department's Research Infrastructure Support Group – computer and related accessories purchases, repairs, technical inquiries/trouble shooting
- Maintains CIARS stock of computing equipment/supplies for new and existing team members
- Coordinates requests for tours of CIARS facilities including photo/video shoots
- Provides information to management team to up-date CIARS website as required
- Works with Director and management team on CIARS Business Plan
- Arranges for promotional material (gifts/swag/brochures)

Communication and Liaison Activities:

- In co-ordination with the Director, ensures dissemination of information including announcements, presentations, promotion materials etc. in accessible forms
- Proofreads, edits and reviews research grant applications, proposals, along with technical papers/thesis for team members
- Provides direction and instruction regarding University policies and practices, and consults with the Immigration Specialist and Human Resources regarding employment issues
- Acts as the prime contact person for investigators, research staff, graduate students and partners
- Plans and organizes meetings, research symposia, guest lectures and seminars, conferences
- Provides on-boarding for new research team members including graduate students, visitors
- Coordinates site visit planning and logistics

Other:

- Provides administrative support for all associated faculty members in support of their research and academic responsibilities and serve as a resource within the Centre for the interpretation of and ensuring adherence to UW and departmental policies, procedures, guidelines and practices
- Maintain procedures and documentation pertaining to the responsibilities of the position
- Attend all training on new systems and procedures, and meetings as required
- Special projects as assigned by the Director or sponsoring faculty members

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Two-year college diploma in administration required
- A combination of relevant education and/or experience may be considered

Experience

- Two years administration experience, preferably in an academic or research environment
- Experience in the administrative support of research projects preferred

Knowledge/Skills/Abilities

- Strong computer proficiency in MS Office applications (Word, Excel, PowerPoint), SharePoint, and electronic scheduling software
- Excellent communication (oral and written) and highly refined interpersonal skills, relationship building, customer service, negotiation, consultation, trouble shooting, presentation, analytical, leadership to interact with different stakeholders
- Knowledge of university research and financial processes an asset, including understanding of ECE processes
- Ability to respond effectively to changing priorities
- Excellent organizational, time management, planning, coordination skills a must
- Demonstrated ability to manage multiple concurrent projects/tasks with different groups
- Take a proactive approach in service delivery and be resourceful
- Knowledge of university policies and procedures as they relate to research grants and contracts, financial management, procurement services and human resources an asset.
- Ability to build harmonious working relationships with clients, colleagues, and to interact with industry sponsors
- Initiative, high level of self-direction, and strong problem solving skills
- Accuracy and attention to detail is a key component

Nature and Scope

Contacts:

Internally, communicates with faculty, staff, students, research staff, and other UW administrative or support departments including Human Resources, Finance, Procurement & Contract Services, Office of Research, Faculty of Engineering – Research, UW Immigration Specialist, Central Store and more. Externally, this position will have contacts with vendors, industry partners, prospective students, external reviewers, delegations, and visitors.

Level of Responsibility:

The job has specialized work with minimal supervision and provides guidance to all members of the CIARS Research team as it relates to administration. Participates in management team meetings/activities by preparing meeting agenda and taking meeting minutes. Must be pro-active to respond to inquiries requiring time sensitive deadlines.

Decision-Making Authority:

Independent decision-making within a delegated area of authority. Required to use initiative, tact, discretion, and be sensitive to various situations and information. Receives specific instructions on unusual problems or matters that depart from established practice. Consults with appropriate staff on non-routine, sensitive and complex inquiries. This position provides a wide range of general information in response to questions, and identifies urgent issues that require immediate attention and escalates issues to the applicable staff.

Physical and Sensory Demands:

Works in office environment and visits low risk labs. Must lift, push or carry supplies and materials up to 10 kg. Attention to details, ability to assess and compare financial proposal and quotation, working with RFP templates.

Working Environment:

Normal hours of work with occasional work after hours for events required. Minimal psychological stress resulting from managing hectic environment with frequent interruptions and distractions. Periodic high volumes and conflicting requests. Interacts with people who may be dissatisfied, difficult or demanding.