

Job Description

Job Title:	Research Coordinator
Department:	School of Architecture
Reports To:	Financial Officer
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	September 1, 2017

Primary Purpose

The Research Coordinator provides administrative and financial support for the Living Architecture Systems research group. The incumbent reports to the Financial Officer with regard to human resources related matters and reconciliation of accounts.

Key Accountabilities

Financial Administration

- Prepares reconciliation of research accounts, reviews budgets, monitors deposits of funds and project end dates
- Identifies problem accounts and recommends corrective action to be taken in consultation with the Financial Officer
- Runs queries, reviews, and interprets financial data to answer inquiries from Principal Investigator
- Prepares expense reimbursement claims, travel advances/claims and related funding documentation for the faculty member(s), researchers, students, and visitors in compliance with University policies and procedures and funding requirements
- Ensures availability of supporting documents and approvals for expenditure on research accounts from account holder
- Submits online purchase requisitions for equipment funded by research grants and contracts
- Assists with the preparation of various payroll forms e.g. casual pay requests

Administrative Support

- Provides general administrative support for faculty in support of Living Architecture Systems Group research (e.g. technical reports, grant proposals, papers, presentations, correspondence)
- Assists researcher with preparation of requests for non-faculty appointments and research funded employment documentation, and notices of termination as required
- Acts as a liaison between the investigator and the Department on issues relating to recruitment and payroll for research staff personnel including technical staff, visitors, post-doctoral fellows, graduate and undergraduate students
- Collects mail and prepares courier packages
- Communicates and exchanges information with researchers, research associates, research assistants, graduate students, industry collaborators, and other UW offices
- Assists with planning and coordinating research group meetings, speakers, conferences and scientific workshops, including grand openings and all other special events related to knowledge dissemination and research activities for the Living Architecture Systems research group
- Assists with special projects and performs other duties as assigned

Required Qualifications

Education <ul style="list-style-type: none">• Post-secondary accounting related diploma or equivalent combination of education and experience
Experience <ul style="list-style-type: none">• Three years of progressively responsible administrative experience including experience with monitoring budgets, financial recordkeeping and reconciliations in a computerized accounting environment• Demonstrated experience in an academic work environment is preferred
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Computer proficiency in Microsoft Office (Word, Excel, Outlook), QuickBooks, and a financial/expense claim system; Concur, FORE, and Unit 4 are preferred• Working knowledge of University of Waterloo financial policies, procedures, and guidelines is an asset• Demonstrated ability to work independently with minimal supervision• Excellent oral and written communication, organization, time management and problem solving skills

Nature and Scope

- **Contacts:** Internally, communicates with all administrative staff, faculty members within the School of Architecture, as well as university service departments. Externally, this position will communicate with travel agencies and industry partners to arrange visits.
- **Level of Responsibility:** This position has no direct supervision of others and performs work with minimal supervision. All financial administration will be overseen by the Financial Officer.
- **Decision-Making Authority:** Must be able to problem solve and find solutions to a variety of issues. Any complex or non-routine items need to be escalated.
- **Physical and Sensory Demands:** Typical to those of office based positions.
- **Working Environment:** This is a part time, office based position with the successful candidate working between three to four days per week as required. Location of work is Toronto, Ontario.