

## Job Description



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<b>Job Title:</b>	Project Coordinator
<b>Department:</b>	Systems Design Engineering
<b>Reports To:</b>	Canada Excellence Research Chair in Human Centred Robotics and Machine Intelligence
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	January 2020

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### **Primary Purpose**

The Project Coordinator reports to Dr. Katja Mombaur, Canada Excellence Research Chair (“CERC”) in Human-Centred Robotics and Machine Intelligence at the University of Waterloo. The project coordinator provides day to day organization of and progress on all initiatives associated with the CERC lab. This role will also support coordination for other grant and pre-grant initiatives. The project coordinator works to maintain relationships. This role is the key contact for administrative support for the CERC research team as well as other faculty, staff, students, UW administrative support units, and institutional partners and collaborators involved with the CERC research program

### **Key Accountabilities**

#### **Project Coordination**

- Work proactively and with minimal supervision to assist the Principal Investigator (PI) in all aspects of planning, day to day implementation, and maintenance of research program
- Liaise internally with research team members, PI’s and university administrators and externally with grant collaborators
- Conduct and initiate follow-up meetings as required to ensure initiatives are delivered as planned
- Provide updates on project status to CERC lab team and reach out for further support if needed

#### **Project Communication**

- Manage documentation and reporting requirements, including the collection of data and compilation of statistics on program progress in response to requests from the departments, the University and funding organizations
- Prepare and finalize project status reports and proposals for academic and industrial funding partners.
- Contribute to web page, social media appearance and information material of the group, update news section of research group webpage

#### **Oversight and Monitoring**

- Monitoring project progress toward established objectives and on time delivery of research deliverables
- Communicate issues with project progress to Principal Investigator
- Coordinate and oversee progress reporting to program sponsors

#### **General Accountabilities**

- Supervision of casual staff if required.
- Create, update, and maintain personnel records, financial records, and other records/data
- Data entry and administration of payroll for CERC lab staff and research personnel
- Organize scheduling for conferences, meetings, calls, room bookings, etc.
- Organize catering, accommodations etc. for internal meetings or meetings with potential partners

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- Make travel arrangements for staff/students in adherence with the travel policy of the University
  - Purchase computers, printers, supplies, and other equipment
  - Monitor incoming and outgoing mail; receive and sign for mail/packages from couriers and deliver to proper recipient
  - Prepare correspondence, documentation, or presentation materials
- Prepare meeting minutes and coordinate distribution and retention of this

### **Financial Administration**

- Assist PI with understanding various financial reports, financial policies/procedures, financial terminology, and standard accounting practices;
- Advise on budget and cost-recovery requirements;
- Process all financial transactions including purchase requisitions and payment of vendor invoices
- Reconcile general ledger accounts including accounts receivable, advances, etc. as assigned;
- Analyze details of budget, actual expenditures, encumbrances, and prepare reports as required;
- Assist students (Undergraduate and Graduate) with the preparation of Expense Claims for travel and out-of-pocket expenses;
- Review and process out-of-pocket expense reimbursement claims in financial system (Concur);

### **Human Resources Administration**

- Review research funding (105) requests for non-faculty appointments (post-doctoral fellows, research associates, etc.) and ensure sufficient funds are available and eligibility is being met;
- Ensure that contract end dates do not exceed the grant end date and prepare revised salary allocation forms as required;
- Review Graduate Research Studentship and Graduate Research Assistants payment for available research funds;
- Prepare and coordinate payroll for Research Staff, Casual Employees and ensure sufficient funds are available and eligibility is being met before processing; including change of salary allocations;
- Liaise between PIs, the department and Human Resources on issues relating to research staff personnel;

*\*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**

- Bachelor's degree required, in business, administration, or engineering related field preferred

### **Experience**

- 2 years+ office experience

### **Knowledge/Skills/Abilities**

- Demonstrated ability to:
  - Manage projects with results oriented focus
  - Produce high quality, error and omission free reports
- Excellent human relations skills, in particular a proven ability to communicate clearly and tactfully across a wide spectrum of personalities and cultures and levels within and outside the institution
- Exceptional communication (verbal and written), interpersonal, relationship building, customer service, consultation, analytical, planning, presentation and organizational skills
- Intermediate experience with Microsoft Word, PowerPoint, Excel.
- Intermediate experience with online tools such as Google forms, Survey Gizmo.

### **Nature and Scope**

- **Contacts:** Works with CERC Principal Investigator. Depending on the project, may need to liaise with industrial research sponsors, , grant collaborators, student researchers, and federal or provincial grant program managers
- **Level of Responsibility:** The project coordinator works independently within the bounds of the requirements as specified by the grants or projects assigned to them.
- **Decision-Making Authority:** The project coordinator takes direction from the CERC PI to help facilitate a defined research program. The project coordinator works independently within these boundaries. The project coordinator may recommend process improvements to the PI to operate more effectively.
- **Physical and Sensory Demands:** Minimal demands typical of an office position operating within an office environment.
- **Working Environment:** Regular working hours but some evening/weekend work may be required.