

Job Description

Job Title:	Administrative Coordinator
Department:	Waterloo Institute for Complexity and Innovation (WICI)
Reports To:	Director, Waterloo Institute for Complexity and Innovation (WICI)
Jobs Reporting:	None
Salary Grade:	USG 4
Effective Date:	November 2019

Primary Purpose

This part-time position (18 hours per week) is responsible for managing the office operations of the Waterloo for Complexity and Innovation (WICI) and providing administrative support for the activities of the WICI Director and Associate Director.

Key Accountabilities

Support the activities of the WICI Director and Associate Director including but not limited to:

- Providing administrative support for the activities of the research institute;
- Organizational assistance to the Institute's committees and working groups;
- Preparation and submission of pay, travel and reimbursement forms to UW's Finance department;
- Tracking of the organization's spending and annual budget;
- Serving as internal liaison with University of Waterloo academic departments and administrative units.
- Assisting with Institute networking and capacity building, on campus and beyond

Promotion of the Institute's events and research with a wide variety of on and off campus stakeholders by:

- Maintaining the WICI website and social media accounts;
- Writing, editing and design of promotional materials, including WICI's e-newsletters and posters;
- Advertise the Institute globally via mailing lists (MailChimp) and social media (Facebook, Twitter, and LinkedIn)

Outreach and event planning including but not limited to:

- Coordination of speakers series, workshops and symposiums;
- Assist working/reading groups with event management;
- Organization of visiting speakers' travel arrangements;
- Assist with research networking events;
- Manages all event bookings including room bookings, catering, audio visual and other event logistics;
- Reimbursement for expenses associate with travel and event planning.

Communication with the WICI membership including but not limited to:

- Maintaining up-to-date records of all WICI members and committees;
- Maintaining member profiles on the WICI website;
- Adding new members to the website and lists;
- Maintaining email contacts and the Institute's social media accounts;

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<ul style="list-style-type: none">• Sending key Institute updates to members.
Provides support for writing and submitting internal reports and external grant proposals including but not limited to: <ul style="list-style-type: none">• Assistance with the writing, editing and formatting of the Institute's yearly reports, budget requests and Institute renewal documents;• Tracking and compiling online engagement statistics and core members' annual productivity for reports.

**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 <ul style="list-style-type: none">• College Diploma or equivalent education and/or experience
Experience <ul style="list-style-type: none">• 1-3 years' experience including organizational and event planning experience. Strong previous experience with drafting and editing reports, promotional materials, and other professional communication. Some marketing and publicity experience desired. Experience with budget tracking and financial management also desired.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Strong technical skills and ability to quickly learn new software• Proficiency using WordPress for website development and social media platforms (including but not limited to LinkedIn, Twitter, and Facebook)• Demonstrated organizational skills and attention to detail• Excellent oral communication skills• Sound writing and editing skills• Strong work ethic and ability to work independently• Ability to work in a professional manner consistent with University of Waterloo values• Event-planning and hosting expertise desired• Creativity and enthusiasm for scientific networking highly desired

Nature and Scope

- **Contacts:** Internal and external contacts in person, via phone, e-mail and written communication
- **Level of Responsibility:** The job has defined specialized or routine tasks and receives specific guidance.
- **Decision-Making Authority:** Responds to routine inquiries regarding the institute and prepares communication and UW forms according to university policies. Any strategic or budgetary decisions are made by the Director and Associate Director and then implemented by the Administrative Assistant with guidance from them. Make day-to-day decisions regarding event management, expense tracking and reconciliation, communication with speakers, members, and social media on minor issues. Seek advice and consensus for major decisions such as scheduling, resource allocation, and novel communications.
- **Physical and Sensory Demands:** Attention to detail. Share office space with other administrative personnel. Very minor lifting (i.e. conference programs and minor catering). Ability to climb stairs and open doors due to limited accessibility of the UW campus.

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- **Working Environment:** Office and home based work with some scheduling flexibility for day-to-day work. Attendance at WICI events and meeting (scheduled in advance) is mandatory. Occasional all-day and/or evening work for evening events and/or conferences.