

**Administrator (Term, Part-Time)  
School of Biomedical Engineering**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

The School of Biomedical Engineering (SBME), a joint program between the Faculties of Medicine and Engineering, applies engineering principles to probe biomedical systems and to design technologies that improve healthcare. Reporting to the Director of the School, the Administrator will be responsible for managing the non-academic functions of the Department in support of teaching and research, including financial management, human resource management, planning, operations, reporting and other administrative duties.

**Key Responsibilities:**

- Serve as advisor and consultant to the Director, faculty and staff on all HR-related matters, liaising with the Dean's Office and other University Offices as needed. Directly manage one support staff member. Provide administrative oversight for all departmental recruitments, appointments and reappointments.
- Manage budgets and financial matters including planning, preparation, periodic and year-end reporting, monitoring and controlling expenditures and purchasing.
- Assist researchers and principal investigators on financial or other matters pertaining to grant administration.
- Manage the departmental office and act as a central resource for faculty and staff on policy and administrative matters. Participate in strategic planning activities, as well as Academic Planning Committee, and other committees as appropriate.

**Qualifications:** Undergraduate degree in business or related field, plus approximately five years of related experience (or equivalent combination of training and experience) is required, preferably in a higher education or public sector environment. The successful incumbent will have experience across all key areas: HR, Finance, Operations and Planning. The incumbent will demonstrate the ability to communicate with tact and professionalism and respond to inquiries in a timely and effective manner. The incumbent will demonstrate initiative, adaptability, and an ability to build and maintain relationships with a variety of individuals and groups.

*Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.*

**Apply online by February 20, 2019 to competition DPMG-19013.**

**Salary Range:** \$50,240 - \$67,973 per annum (ADM-05) This is a two (2) year Term and 50% FTE position so salary will be pro-rated to \$25,120 – \$33,986.50 per annum.  
This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

This position is part of the Dalhousie Professional & Managerial Group (DPMG).

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*Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.*

*Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity)*