

Administrative Communications Assistant

Position Details

Position Information

Position Title	Administrative Communications Assistant
Department/Unit	Pediatrics
Research Project	Canadian Center for Vaccinology
Location	Halifax
Posting Number	GP04-19
Employee Group	Grant-Paid
Position Type	Term
Duration of Contract (if applicable)	1-year with possible renewal
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	\$45,604 - \$52,266

About the Organization

The Administrative Communications Assistant provides administrative and communications support to the Canadian Center for Vaccinology (CCfV) and the Canadian Immunization Research Network as needed.

Job Summary

Reporting to the Administrative Coordinator, the Administrative Communications Assistant will perform a wide range of duties including communication and media support, database creation and maintenance and maintenance of website content as well as various committee support and other program/administrative support functions as needed.

Key Responsibilities

- Provide various committee/research group support such as scheduling meetings, preparing meeting documents, and taking meeting minutes.
- Prepare various high-level written communication including annual reports, newsletters, and presentations as needed.
- Maintain and create content for the CCfV website.
- Assist with planning, logistic coordination and execution of special events/conferences.
- Assist Research Coordinators and Principal Investigators with study recruitment and media relations.
- Support the CIRN Trainee program, Education Committee, and CCfV Education Series.

Note

Qualifications

Undergraduate degree or diploma in Business Administration, English, Public Relations/Communications or a related field, with minimum 3 years of related work

experience, preferably within a university or research setting. Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook) Adobe Acrobat, and social media platforms required. Working knowledge of WordPress and Campaign Monitor strongly preferred. Must have strong organizational skills and have excellent demonstrated communication (both written and oral) and interpersonal skills. Must be able to speak and write in a clear manner using appropriate and effective communication tools and techniques. Ability to proactively address responsibilities, show initiative and be highly motivated is essential.

Additional Information

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a voluntary RRSP, health and dental plans and an employee and family assistance program.

Application Consideration

Diversity Statement

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.

Posting Detail Information

Number of Vacancies	1
Open Date	05/08/2019
Close Date	05/23/2019
Open Until Filled	No

Special Instructions to Applicant

Quick Link for Direct Access to Posting <http://dal.peopleadmin.ca/postings/1391>

Documents Needed to Apply

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter