Job Description

Posting Title: Project Coordinator

Reference: 14701

Faculty / Unit: VP Research – Research Western

Department: WORLDiscoveries®

Employee Group: Non Union

Appointment Type: Contract

Appointment Status: Temporary Full-Time

Classification & Regular Hours

Hours per week: 35

Salary Grade: 13

Please note, this position is a 1 year temporary full-time contract opportunity.

About Western

With an international reputation for success, Western ranks as one of Canada's top research-intensive universities. Our research excellence expands knowledge and drives discovery with real-world application. Western also provides an exceptional employment experience, offering competitive salaries, a wide range of employment opportunities and one of Canada's most beautiful campuses.

About Us

Research Western under the leadership of the Vice-President (Research & International Relations) is responsible for ensuring that Western has vibrant and growing interactions with various sources of research funding and that the faculties have increasing funding for their research programs. It is also responsible to ensure a healthy flow of technology resulting from Western research to the commercial world thereby creating jobs, increasing economic development and the general betterment of society.

Within this mission...

WORLDiscoveries® is the Business Development arm of Western University, Robarts Research Institute and the Lawson Health Research Institute. The business unit serves as the exclusive advocate and agent for promising commercial and technology transfer opportunities derived from London's extensive research portfolio.

Responsibilities

The Project Coordinator is responsible for overseeing the logistical and day-to-day activities supporting Western's Medical Innovation Fellows (MIF) program and various partnered programs for WORLDiscoveries (WD). The incumbent provides relationship initiation and maintenance with

MIF program stakeholders, including both internal and external from the entrepreneurship community, collaborating academic institutions and funding partners. The Project Coordinator will assist in the implementation and coordination of projects and engaging with various stakeholders for the planning and organization of workshops, conferences and events with the goal of expanding program outreach and promoting the MIF program globally. The incumbent will ensure that project outcomes are achieved on time and within budgetary constraints, and will communicate progress updates to internal and external stakeholders. The Project Coordinator also assists in reaching out to potential sponsors and identifying potential funding programs. The incumbent contributes to the overall success of Western's Entrepreneurship Ecosystem by providing support for the continual building of the MIF program and other programs in the WORLDiscoveries portfolio.

Qualifications

Education:

- Undergraduate degree
- Master's Degree (Communications, Human Resources, Marketing, Business Administration) preferred
- Project Management Professional certification completed or in progress preferred

Experience:

- 3 years related experience in a business office environment with project management accountabilities
- Experience in event planning
- Experience working in a post-secondary setting preferred
- Experience assisting with the preparation of budgets and monitoring accounts preferred
- Experience managing client relationships preferred

Knowledge, Skills & Abilities:

- Familiarity with financial principles and budgeting
- Familiarity with techniques for planning, managing and coordinating projects, with competing priorities that involve a variety of stakeholders
- Ability to ensure expenditures and resources are within allotments, and to make appropriate modifications when required
- Project management skills to manage a project from conception to completion within tightly prescribed timelines
- Ability to plan and manage meetings and events of various sizes; familiarity with large scale events an asset
- Verbal communication skills to clearly express ideas in an objective manner, and adapt communication style to suit the situation and audience
- Strong interpersonal skills and listening skills, with an ability to communicate with a variety of clients at all levels including executives, and other professionals
- Capacity to support and demonstrate openness to persons of diverse backgrounds and beliefs
- Ability to apply creativity, innovation and resourcefulness to daily work
- Ability to summarize information and disseminate to others effectively in a timely manner
- Ability to multi-task and maintain an organized and effective personal work environment
- Ability to work within a flexible schedule to accommodate the University's events and activities
- Intermediate computer skills in Microsoft Office Suite
- Proven ability and natural inclination to develop relationships by interacting with clients, peers

and external stakeholders in a professional, respectful and diplomatic manner
- Ability to work independently and exercise a high degree of initiative, innovation and good judgement in decision-making
- Commitment to ongoing professional development with a desire to take on new challenges

Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at hrhelp@uwo.ca or phone 519-661-2194.

Please Note:
We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Please apply online no later than November 12, 2018

https://recruit.uwo.ca

Select Posting Ref # 14701