

## York University Position Description- YUSA2

<b>Position Title:</b>	Centre Coordinator, YU-CARE
<b>Department:</b>	Faculty of Health
<b>Physical Location:</b>	HNES Building
<b>Term of Employment:</b>	September 25, 2017 - March 9, 2018
<b>Hours of Work:</b>	21 hrs/week, as scheduled by the Centre Director
<b>Reports to Manager:</b>	Director, Strategic Research & Partnerships
<b>Employment Category:</b>	Part Time, up to 24 hours
<b>Band Level:</b>	5
<b>Hourly Rate of Pay:</b>	\$22.33

### Job Purpose:

Reporting to the Director, Strategic Research & Partnerships, but under the direction of the Centre Director, this position is responsible for overall administration and coordination of the day-to-day operational activities of the York University Centre for Aging Research and Education (YU-CARE) and for supporting the Centre Director and the Centres' research and community outreach activities. This position also supports individual members and research projects within YU-CARE under the direction of the applicable faculty member.

### Major Areas of Responsibility:

#### **1. Administrative/Secretarial Support - 55%**

- Answers a variety of internal/external enquiries by telephone, email and in-person from students, faculty, general public, other agencies and institutions concerning the Research Centre and provides accurate factual information concerning various aspects of the Centre; refers to others and redirects as required.
- Books appointments for the Director and other members of the Centre.
- Word processes and edits a variety of material from rough draft including correspondence, reports, annual reports, research grants, contract applications; prepares PowerPoint presentations.
- Organizes and coordinates conferences, symposia, workshops, colloquia, lectures, and other Centre events including producing and distributing publicity, attendee lists, booking travel and accommodation, catering, room bookings, audio-visual, and other related arrangements.
- Arranges Committee meetings: books rooms, coordinates dates and times, prepares and sends out agenda and supporting documents. Informs Committee members of the time and place of meeting; arranges for the agenda to be sent in advance to each Committee member; attends meetings, takes minutes, transcribes and distributes as required.
- Responsible for general information flow, announcements, correspondence; maintains mailing lists, databases; updates to the web site; and distributes mail.
- Organizes and maintains a file system, including confidential records of the Centre, and advises on all administrative processes within the Centre.
- Coordinates the production, editing and distribution of the Centre's print publications, such as newsletters, flyers, posters, event materials.
- Assists with preparation of Annual Reports and Charter applications (e.g. gathering information from members, documenting scholarly activities of the Centre for the previous year).
- Administers student scholarships (e.g. compiling applications, sending out notices, setting up payments).

- Assists faculty members with administrative aspects of grant applications, including data entry on online application forms, formatting and entry of electronic CVs, collating, formatting and uploading information and documents from co-applicants, and securing necessary signatures. Ensures deadlines are met and follows university processes for approval and submission of applications.
- Updates information on the Centre's websites as required and as approved by the Director. Maintains social media accounts (e.g. Facebook, Twitter) for the Centre.
- Upon the Director's approval, purchases all miscellaneous office supplies, ensures the adequacy of such supplies and arranges for the maintenance of office equipment.
- Books travel and accommodation for the Director and Centre visitors or speakers as required.

## **2. Budget and Grant Administration - 40%**

- Administers and monitors the operating budgets and select research grants and/or contracts awarded to the Centre to ensure accuracy of transactions processed. Maintains back up documentation for all transactions and reconciles against eReports. Prepares, reviews and reconciles monthly, quarterly and annual financial reports; follows up and resolves any discrepancies. Brings unresolved issues to the attention of the Centre Director or Principal Investigator.
- Monitors budget expenditures on project and Centre cost centres; tracks current balances, commitments and status of the grants.
- Prepares all finance forms, including journal transfers, claims for reimbursement, accountable advances, purchase orders and requisitions. Prepares payroll forms including employee transaction forms and timesheets, and provides appropriate contract templates to faculty. Seeks appropriate approvals as required.
- Liaises as necessary with Finance, Research Accounting and the Office of Research Services at York, and with external funding/accounting departments regarding interpretation of guidelines/restrictions, and resolving discrepancies.
- With the Centre Director, prepares budget submissions in accordance with specific York guidelines.
- Assists faculty members with budgeting for research grants, in accordance with York policies and external funding agency guidelines.

## **3. Perform other related duties as required - 5%**

**Responsibility for Others: No**

### **Job Qualification and Related Skill Requirements:**

College diploma in business administration or related field including general knowledge of bookkeeping and accounting principles.

Minimum two years' related experience, preferably in a university or research environment. Knowledge of university policies and procedures related to research and finance. Experience monitoring and reconciling budgets; experience planning meetings and organizing conferences and events; committee support and minute taking; ability to maintain and update websites; electronic scheduling; MS Word, Excel, Powerpoint; effective oral and written communication skills; attending accurately to detail; maintaining confidentiality; working independently and as part of a team; excellent organizational skills including setting priorities and meeting deadlines; punctual and reliable.

### **To Apply:**

A cover letter and CV should be sent to:

Sarah Whitaker, Director, Strategic Research and Partnerships  
Faculty of Health  
sarahw@yorku.ca