Job Posting:

Part-Time Program Manager
for NSERC CREATE Program in Dependable Internet of Things Applications

Position Type
1-year contract, renewable annually for up to 6 years total.

Start Date
Sept 20, 2018 (negotiable)

Hours
20 hours per week, flexible schedule

Salary
$30,000 per year

Closing Date for Applications
Sept 15, 2018

Background. The NSERC CREATE Program in Dependable Internet of Things Applications (DITA) provides interdisciplinary training in software engineering for a broad range of Internet of Things Applications (http://dita.info.yorku.ca). The program is a multi- institution, multi-sector collaboration between York University (the lead institution), University of Alberta, Polytechnique of Montreal, Ryerson University, University of Toronto and University of Victoria, together with a number of leading Canadian high-tech companies focused on cloud computing, smart building, smart health care and smart transportation.

Job Description. The Program Manager will report to the Principal Investigator Marin Litoiu and work with other Academic Leads to implement the NSERC CREATE Dependable Internet of Things Applications.

Desirable Skills & Experience

1. Budgeting
2. Communications and Events: website management, social media, events coordination
3. Human resource management
4. Software: Microsoft Office
5. Industry relations

Marin Litoiu, mlttoiu@yorku.ca
Specific Duties

1. Budget Management: including York payroll, and expense reports, and multi-institution transfers and researcher budgets, develop revenue sustainability opportunities
2. Website: Content management and maintenance, social media presence
3. Recruiting: manage student applicants, issuing semi-annual call for applications, outreach to female applicants
4. Management: Trainees, Internships, Rotations using database management (trainees, companies, institutions, courses), training program oversight, publications, IP and commercialization, post-program employment, public speaking engagements, site visits
5. Cross-Institutional Project Course: remote learning resources access (e.g., telecom facilities)
6. Boot Camp and Summer School: event coordination for two three-day annual events, including speaker recruitment, schedule, training activities, travel, catering, AV
7. Reporting and Committees: semi-annual Research Progress Reporting, Program Committee meetings, NSERC Progress Report Preparation, Admissions Committee review

Application Process
Your complete application package must include a cover letter, résumé, and the names of at least three references.

Please ensure that “CREATE DITA Program Manager” is quoted in e-mail subject lines. Only those selected for an interview will be contacted.

Applications should be submitted to:
Marin Litoiu
Dept. of Electrical Engineering and Computer Science and
School of IT
York University
Email: mlitoiu@yorku.ca

York University is an Affirmative Action (AA) employer and strongly values diversity, including gender and sexual diversity, within its community. The AA program, which applies to Aboriginal people, visible minorities, people with disabilities, and women, can be found at www.yorku.ca/acadjobs or by calling the AA office at 416-736-5713. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.