

Administrative Assistant - Office (Canada Summer Jobs)

Employer:	NORDIK Institute		
Posted:	10 months ago	Closing Date:	May 31, 2023
ES Job ID:	14303	Location:	Sault Ste. Marie
Sector(s):	Office & Administration	Duration:	Full Time , Student , Temporary
Salary:	17		

Job Description:

Administrative Assistant - Office (Canada Summer Jobs)

Primary Function:

The Administrative Assistant will work out of NORDIK Institute's office (at Algoma University - 1520 Queen Street East) providing support to a variety of projects and office needs. You will report directly to NORDIK's Director of Operations, Dr. Elaine Ho-Tassone, and Director of Research, Dr. Tamanna Rimi. Mentorship opportunities are available and will be discussed with the successful candidate.

Responsibilities:

Breakdown of the role:

- Assisting the Director of Operations with HR, finance, and other administrative tasks (e.g., scheduling meetings, taking minutes) - 20%
- Assisting the Director of Research with research tracking, reporting, and related tasks - 20%
- Assisting the Communications Manager with communications tasks (e.g., social media posts, contributing to press releases) - 20%
- Supporting researchers with their projects as needed (e.g., annotated bibliography, data entry) - 40%
- Contribute to keeping the office tidy and organized
- Digitizing files and/or reorganizing digital files
- Other duties as assigned

Working Conditions: The hours of work will be from 8:30 am - 4:30 pm, Monday to Friday with some flexibility in hours.

Location: Sault Ste. Marie (NORDIK Institute, 1520 Queen Street East, Sault Ste. Marie, ON P6A 2G4)

Salary: \$17.00 hourly, 35 hours per week, for 8 weeks

Deadline for applications: May 31, 2023

Anticipated start date: June 12, 2023

Required Skills:

- Must have strong written and verbal communication skills
- Must be familiar with word processing and presentation applications (e.g., Microsoft Office suite) and videoconferencing applications (e.g., Google Meet, Zoom, Teams, and/or WebEx)
- Must be able to work independently to contribute to a dynamic team environment
- Must be a self-motivator/self-starter with time management skills
- Must be comfortable switching between various types of tasks and/or multitasking

- Must have a strong sense of discretion and integrity to maintain the confidentiality of the people and information we work with
- Must align with NORDIK Institute's vision, mission, and objectives (<https://nordikinstitute.com/about>)
- Creation and management of websites, navigation of social media systems (facebook, twitter, etc) is an asset and is strongly preferred
- Demonstrated research experience is an asset and is strongly preferred
- Experience working in an office environment is an asset

Requirements:

Eligibility (per funder):

- Aged 15-30 years as of the start date
- Must be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. International students are not eligible participants.

How to Apply:

To apply: Please send a cover letter and resume to Dr. Elaine Ho-Tassone at:
hiring@nordikinstitute.com

For more information about the NORDIK Institute, visit our website: www.nordikinstitute.com

This opportunity is proudly supported by:

The Government of Canada, Ministry of Employment and Social Development, Canada Summer Jobs program
(Job ID #4272119)