

## Administrative Assistant Resilience Research Centre

### POSITION SUMMARY:

The Resilience Research Centre, based at Dalhousie University, under the direction of Dr. Michael Ungar, is looking for dynamic individuals with an interest in resilience to assist with administrative work at the RRC.

### Requirements:

- Administrative tasks
- Filing
- Financial Reconciling
- Preparing Travel Claims and Cheque Requisitions, Invoices
- Bookings
- Scheduling
- Social Media and Website Maintenance
- Transcription
- Working and collaborating with Research Assistants as a team
- Data Entry
- Data Management

### Qualifications:

Understanding of youth risk and resilience issues and demonstrated sensitivity to work with youth. Experience using complete Microsoft Office Suite. Familiarity with computer applications, including Adobe programs. Capable of working in a self-directed manner as well as collaborating in a team environment. Strong ability to multitask and ability to present research results clearly and concisely

**Status:** 35 hours/week

**Pay Scale:** \$15/hour

**Start Date:** as soon as possible

### Deadline for application:

This is a temporary position for approximately 7 months.

Interested parties should forward a cover letter, current CV and contact information of 2-3 references to:

Amber Raja

Administrative Officer

Resilience Research Centre, School of Social Work

Dalhousie University

6420 Coburg Road, PO Box 15000

Halifax, NS, Canada B3H 4R2

[Email:amber.raja@dal.ca](mailto:amber.raja@dal.ca)

*Applications will be reviewed as they are received. We thank all applicants, however, only candidates selected for an interview will be contacted.*

*Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from qualified Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all qualified candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/respect](http://www.dal.ca/respect)*