

Part Time Administrative Assistant, Vision: Science to Applications (VISTA)

Applications are invited for the position of part time Administrative Assistant to Vision: Science to Applications (VISTA) program with potential for full time. This position will support VISTA for a 2-year term (renewable).

About New Neuroscience Facility

About VISTA

Vision: Science to Applications (VISTA) is a collaborative program funded by the [Canada First Research Excellence Fund](#) (CFREF, 2016-2023) that builds on York's world-leading interdisciplinary expertise in biological and computer vision. In collaboration with over 50 academic, public, and for-profit partners from around the world, VISTA will propel Canada as a global leader in the vision sciences by integrating visual neuroscience with computer vision to drive innovation.

The central scientific question that drives VISTA is 'How can neural and/or machine systems be integrated to provide adaptive visual behavior in real-world conditions'. Answering this question will provide fundamental advances to vision science and exciting, wide-spread applications for visual health and technologies. Thus, our overarching aim is to advance visual science through research that spans computational and biological perspectives and results in real-world applications.

Position title: Administrative Assistant, Vision: Science to Applications (VISTA)

Reports to: Program Manager VISTA and PI CFI Grant

Department: Department of Psychology, Faculty of Health

Location: Steacie Bldg, York University

Affiliation: Research Assistant

Duration: 2-Year Renewable Contract, Part Time with Potential for Full Time

Hours: 17.5 hrs. per week

Rate of Pay: \$55,000 (prorated per hours worked weekly) plus benefits

Application Deadline: October 1, 2019

Submission: Please submit cover letter, resume and [VISTA Self-Identification Survey](#) (voluntary) to applyvista@yorku.ca

Purpose

The Administrative Assistant will play an integral role planning/equipping the neuroscience facility and recruiting/supporting the new Visual Neuroscience Centre Director. This includes organizing meetings of VISTA investigators with architects, and building planners, supporting recruitment activities, administration of CFI grant and other grants and contracts, procuring research equipment and supplies, monitoring and reconciling research accounts, scheduling, daily administrative processes, analyzing and drafting of financial and progress reports, and processing forms in an academic environment. Knowledge of general accounting principles is required. Knowledge and understanding of the York accounting system to process accurate documents relating to research accounts would be an asset. Some general knowledge or experience with academia and research related to neuroscience, health sciences and/or psychology would also be an asset. Duties include: maintaining accurate records of budgetary transactions and payroll records; assisting in preparation of grants and related documents; providing support for budget forecasting and progress reporting for the Director's various research accounts/grants; reconciling records; maintaining web-sites; informing the Director of any anomalies associated with the budget/grant progress; assistance with expense claims and cash advances.

Responsibilities/Tasks

- The Administrative Assistant supports the Visual Neuroscience Centre Director in the organization capital expansion-related activities.

- Assists in the procurement of research equipment and supplies, including placing, following up on and finalizing orders, in accordance with University and funder policies and guidelines.
- Prepares meeting agendas and minutes as required for VISTA and the Visual Neuroscience Centre Director. Distributes meeting materials prior to meetings.
- Liaises with VISTA investigators, other internal York offices (e.g. Facilities Services, Faculty of Health, Research Accounting, CSBO, Payroll), and external parties (e.g. Architecture firm, consulting firm).
- Facilitates and oversees on-boarding setup and support services for incoming trainees, including: orientation, resource management, and access requirements.
- Provides direct support to the Visual Neuroscience Centre Director, and VISTA Program Manager/Director, including acting as primary program liaison, meeting logistics, and handling travel and reimbursement arrangement related to research.
- Sets up and manages physical and online filing systems, contact lists, and telephone systems.
- Maintains high-level and detailed knowledge of Director's program budgets and budget processes to support Director in daily research requirements. Prepares financial documents for signature.
- Liaises with research partners as needed, including gathering materials for progress reports, inputting data into reporting systems for grants, as needed.
- Maintains and monitors Director's research calendars and work plans, as needed. Supports the Director in ensuring progress against milestones by flagging areas of concern.
- Assists in the preparation of quarterly, annual and ad hoc reports (narrative, financial, FTE), on deadline.
- Produces briefing memos, presentations, reports and other materials as required by the Director.
- Processes claims for trainees and collaborators related to VISTA and the Visual Neuroscience Centre Director.
- Monitors and updates the Director's website and other research websites to maintain current information as required.
- Liaises with partner organizations and researchers to develop and maintain excellent working relationships, ensuring strong lines of communication. Acts as the primary contact in the absence of the Director.

Qualifications and Skills:

- Bachelor degree in psychology, neuroscience or health sciences combined with or at least one year relevant experience, preferably in an academic/research environment
- Familiarity with academic / research procedures such as grant applications and proper referencing.
- Superior organizational skills to simultaneously handle conflicting priorities and meet deadlines
- Ability to work quickly and efficiently in a complex and frequently changing high volume environment
- Excellent communication skills, both oral and written
- Effective interpersonal skills, discretion, and the ability to maintain confidentiality
- Experience liaising with multiple organizations and managing relationships
- Strong attention to detail is required for this position
- Familiarity with procurement processes
- Comfort with website maintenance and the use of online web resources
- The ability to work independently and as part of a team
- Comfortable with budgets and an understanding of accounting principles
- Intermediate Excel, PowerPoint and Word processing, in a Windows environment

Note: The duties of Administrative Assistant may evolve as the research funding within the Visuomotor Neuroscience Lab expands (i.e. initiation of new funding programs, participation in multiple new team grants). Flexibility, comfort with ambiguity, and a readiness to adapt to change will be essential.