Administrative Assistant, Visuomotor Neuroscience Lab and Vision: Science to Applications (VISTA)

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Applications are invited for the position of Administrative Assistant to Dr. Douglas Crawford, Canada Research Chair in Visuomotor Neuroscience and Scientific Director of the Vision: Science to Applications (VISTA) program. This position will support Dr. Crawford's Visuomotor Neuroscience Lab (50%) and his work with VISTA (50%) for a 2-year term (renewable).

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.

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Position title: Administrative Assistant, Visuomotor Neuroscience Lab and Vision: Science to Applications (VISTA)
Reports to: Dr. Doug Crawford
Department: Department of Psychology, Faculty of Health
Location: Centre for Vision Research, Lassonde Bldg., York University
Affiliation: Research Assistant
Duration: 2-Year Renewable Contract, Full Time
Hours: 35 hrs. per week
Rate of Pay: $55,000 per year plus benefits
Application Deadline: November 15, 2019
Submission: Please submit cover letter, resume and [VISTA Self-Identification Survey](#) (voluntary) to applyvista@yorku.ca

Purpose
The Administrative Assistant is responsible for providing accounting and administrative support for the supervisor, Dr. Douglas Crawford. This includes monitoring and reconciling research accounts, administration of grants and contracts, 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 vision, neuroscience, 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 supervisor's various research accounts/grants; reconciling records; maintaining web-sites; informing the supervisor of any anomalies associated with the budget/grant progress; assistance with expense claims and procurement of research equipment, and supporting the supervisor in the organization capital expansion-related activities, as needed.

Responsibilities/Tasks

- The Administrative Assistant supports the supervisor, Dr. Douglas Crawford in daily administrative tasks associated with his various research grants and activities. Fifty percent of duties will support the supervisor in his role as Scientific Director of the VISTA program and related initiatives. Fifty percent will support Dr. Crawford in his role as Principal Investigator (PI) within the Visuomotor Neuroscience Lab.
- Sets up and manages physical and online filing systems, contact lists, and telephone systems.

- Prepares meeting agendas and minutes as required for the supervisor. Distributes meeting materials prior to meetings.
- Maintains high-level and detailed knowledge of supervisor's program budgets and budget processes to support supervisor 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 supervisor's research calendars, membership and work plans, as needed. Supports the supervisor in ensuring progress against milestones by flagging areas of concern.
- Maintains supervisor's CV in various academic and grant formats.
- Assists in the preparation of milestone, annual and ad hoc reports (narrative, financial, FTE), on deadline.
- Liaises with Faculty of Health to prepare PDV contracts, ETFS, and IVRT applications.
- Assists supervisor in the preparation of grant applications.
- Maintains accurate ethics protocol database, and assist with applying for amendment/renewals.
- Assists in the procurement of research equipment, including placing, following up on and finalizing orders.
- Supports the supervisor by organizing capital expansion activities, as needed.
- Produces briefing memos, presentations, reports and other materials as required by the supervisor.
- Processes claims for members of the laboratory related to conferences and research purchases.
- Books accommodations and conference facilities related to the research.
- Maintains supervisor's lab website and other research websites as required.
- Assists in event planning, including scheduling speakers, and processing invoices and receipts.
- Liaises with partner organizations and researchers to develop and maintain excellent working relationships, ensuring strong lines of communication. Liaises with VISTA staff and other internal York offices (e.g. Faculty of Health, Research Accounting, CSBO, VPRI, Payroll).
- Acts as the primary contact in the absence of the supervisor.

Qualifications and Skills:
- Community College diploma (including post-secondary accounting/bookkeeping courses or training) or an equivalent of 2 years' recent experience within the last three years, 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.