Position Title: Project Manager

Department: Risk and Insurance Studies Centre (RISC)

Contract Term: August 2021 to February 2022

Hours of work: 21 hours per week

Salary: $25,800 for duration of contract

Job Purpose:

The purpose of this position is to work closely with the PI and the project team at York and Western universities to support the effective delivery of a project funded by eCampusOntario for the design and development of a unique online course on “Economics of Insurance and Decision Making under Risk” alongside the accompanying VR Behavioral Lab. The goal of the project is to deliver an innovative and immersive experience into the topics to a broad audience of undergraduate students. Topics will include (systemic) risk, risk aversion, expected utility, conventional and behavioral theories of insurance demand, informational asymmetries, regulation of insurance market, and insurance and economic development, risk management, distinct segments of the insurance industry. Each topic will be designed as a stand-alone module with H5P interactive components, which can be freely adopted in part or in full by other instructors at York and postsecondary institutions in Ontario.

The Project Manager is responsible for the management, administration and effective delivery of course materials planned under the project. The Manager will oversee all aspects of the project’s operational activities and management of the project’s human and financial resources ensuring compliance with York policies and the granting agency. Responsibilities include supporting planning, data management, financial monitoring, reporting to funding agencies, and other activities tied to the grant.

Work will be performed remotely while the university is closed, after which the work will be performed on campus at York University.

Major Responsibilities:

Administration

• Provide support to the project team with the development of course modules and materials such as the creation of templates for lecture notes, videos, and slide decks.
• Obtain photos and necessary licenses for the developed course materials.
• In coordination with the PIs, ensure that the developed course materials are in compliance with AODA.
• Draft job descriptions for services needed under the project.
• Draft RFPs and support the procurement of relevant services; ensure that work is completed in a timely manner and that deliverables meet the set standards and overall project objectives.
• Support research into digital resources and tools needed for the effective delivery of the course online and the development of the VR Behavioural Lab.
• Oversee all aspects of the project’s administration.
• Review and edit developed course resources.
• Recruit student testers for the course materials, develop and obtain appropriate waivers from all participants, and provide logistical support in validating the online course functionality and stability of the online platform.
• Prepare communication articles to promote the project.

Financial/Reporting
• Ensure the grant budget is utilized in accordance with University policies and the funding agency guidelines.
• Maintain accurate records and supporting documentation for expenditures for agency reporting.
• Ensures all financial reporting requirements are met including financial statement preparation for review by external auditors.
• Process all receipts and payment transactions, including payroll and timesheets.
• Prepare financial forms including purchase orders and reimbursement of expenses.
• Maintain accurate records and filing systems for all paperwork, ensuring all original invoices and receipts and copies of forms and timesheets are filed, kept for the required time period, and properly disposed.
• In coordination with the PIs, prepare and submit reports to the funding agency as required.
• Responsible for other duties as assigned.

Qualifications:
• A University undergraduate degree in a relevant discipline, such as economics, mathematics, statistics, and engineering, is required.
• An MA degree or equivalent is an asset.
• PMP designation is an asset.
• Minimum of 2 years recent project management experience. Experience of working in post-secondary environments strongly preferred.
• While not required, experience working on eCampusOntario grants is highly desirable.
• Excellent planning, management, and administration skills.
• Demonstrated capacity to manage budgets and maintain deadlines.
• Excellent written and spoken communication skills.
• Strong computer skills including word processing and spreadsheets.
• Excellent ability to prepare grant and financial reports meeting the funder’s requirements.
• Ability and willingness to learn new systems, technologies, and tools to meet the project goals.

To apply, please submit a resume and cover letter to Anna Gordon, Senior HR Officer, Office of the Vice-President Research & Innovation, at gordonan@yorku.ca. This posting is open until filled.