

VISTA

VISION: SCIENCE
TO APPLICATIONS

YORK UNIVERSITY

<u>Position Title:</u>	Operations Manager
<u>Project:</u>	Vision: Science to Applications (VISTA)
<u>Contract Term:</u>	August 9, 2021 to March 31, 2023
<u>Annual Salary:</u>	\$78,000

JOB PURPOSE:

Vision: Science to Applications (VISTA) is a collaborative program funded by the Canada First Research Excellence Fund (CFREF) 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 around the world, VISTA propels Canada as a global leader in the vision sciences by integrating visual neuroscience with computer vision to drive innovation.

Reporting to the Program Manager of VISTA, the Operations Manager is responsible for managing the operations and administrative activities of VISTA with specific focus on the following:

1. Support the various VISTA sub-committees: research, training, performance monitoring, commercialization, partnerships, and facilities.
2. Coordinate and monitor internal and external applications for research funds, scholarships and fellowships, prototyping, travel grants etc.
3. Assist in the data collection and reporting of key milestones and activities.
4. Assist in the preparation of annual reports and supporting documentation.
5. Prepare and present on operational activities for the Board and External Advisory Committee.
6. Provide support for the VISTA Leadership Committee.

MAJOR DUTIES:

- A) Under the direction of the Program Manager and Scientific Director and in collaboration with the Associate Director and the Leadership Committee, the operations manager will support activities for all VISTA Sub-Committees.
- Partnership committee:
 - collecting and organizing nomination materials from VISTA members and affiliates
 - onboarding of new VISTA Affiliate Members
 - administer minor networking and workshop requests
 - administer VISTA Travel Awards
 - Research committee:
 - Collecting and organizing the application of the VISTA Research Grant competitions

- Assisting the research committee in contacting internal and external reviewers
 - Maintaining accurate records of each competition and associated meeting minutes
- B) Maintain up to date operations manual for all activities in relation to VISTA sub-committees.
- C) Support VISTA sub-committees in compliance with larger VISTA goals (e.g., equity, diversity and inclusion).
- D) Track research and partnership activities and identify issues related to achievement of proposed targets.
- E) Manage the program schedule and work with sub-committees to ensure project deliverables are met. Monitor and ensure progress against project workplans.
- F) Work closely and proactively with the committee Chairs to bring forward agenda items, set agendas, and ensure maintenance of minutes of Board discussions and decisions.
- G) Work with Innovation York to maintain strategic partnerships and commercialization activities with VISTA members and act as a resource for project information.
- H) Support relevant communication activities.
- I) Prepare and deliver effective and timely reports and presentations to a range of stakeholders.
- J) Prepares meeting agendas and minutes as required by the Program Manager.
- K) Coordinates project governance activities. Supports the work of the project's Board of Directors, External Advisory Board, Leadership Committee and other project committees, including the Research and Training, Performance Monitoring, Partnerships, Prototyping Funds, and Facilities & Infrastructure Committee.

QUALIFICATIONS:

- University undergraduate degree
- Minimum of 3 years experience in operations or project management in a post-secondary or academic research environment
- Highly effective oral and written communication and interpersonal skills
- Ability to work independently and in a team environment
- Demonstrated high level of organizational, planning and time management skills, including the ability to prioritize diverse range of tasks and competing deadlines
- Ability to use initiative, assume responsibility and problem solve
- Advanced level of computer literacy and proficiency in the use of Microsoft Office applications (Word, Excel, PowerPoint)

To apply, please submit a resume and cover letter to Caitlin Mullin, VISTA Program Manager, at cmullin1@yorku.ca. This position is open until filled.