

VISTA

VISION: SCIENCE
TO APPLICATIONS

YORK UNIVERSITY

<u>Position Title:</u>	Administrative Assistant
<u>Project:</u>	Vision: Science to Applications (VISTA)
<u>Contract Term:</u>	Two years (with possibility of renewal)
<u>Annual Salary:</u>	\$55,000 plus benefits
<u>Hours of Work:</u>	35 hours per week
<u>Reports To:</u>	Scientific Director, York Visual Neurophysiology Centre

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.

JOB PURPOSE:

The Administrative Assistant will play an integral role planning/equipping the York Visual Neurophysiology Centre and 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.

MAJOR DUTIES:

- The Administrative Assistant supports the Scientific Director of York Visual Neurophysiology Centre 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 Scientific Director of York Visual Neurophysiology Centre; 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 Scientific Director of York Visual Neurophysiology Centre, and VISTA Program Managers (Program Manager and Senior Finance Manager), including acting as primary program liaison, meeting logistics, and providing key assistance on financial-related matters.
- 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:

- Bachelor's degree in business, accounting or management, with minimum two years of relevant experience in an academic/research environment. Experience working in psychology, neuroscience or health sciences would be an asset.
- 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
- Comfortable with budgets and an understanding of accounting principles
- 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 details 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
- 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.

Application Instructions:

Please submit cover letter, resume and [VISTA Self-Identification Survey](#) (voluntary) to applyvista@yorku.ca. This position is open until filled.