

<b>Job title:</b>	Executive Assistant
<b>Departments:</b>	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at the Providence Health Care Research Institute (PHCRI)
<b>Location:</b>	St. Paul's Hospital, Vancouver, BC
<b>Salary:</b>	Commensurate with experience and qualifications
<b>Desired Start Date:</b>	May 15, 2017 (exact date flexible/tentative)
<b>Full/Part time:</b>	Temporary Full time (37.5 hours per week)
<b>Term:</b>	1 year maternity leave coverage (approximate end date: July 28, 2018)
<b>Application Closing Date:</b>	Open until filled
<b>How to Apply:</b>	Interested candidates should send their cover letter and resume <b>directly</b> to Human Resources at <a href="mailto:hr@cheos.ubc.ca">hr@cheos.ubc.ca</a> . Only applications following this process will be reviewed.

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## Job Summary

The Executive Assistant provides overall coordination support for administrative and research activities for the National Director of the CTN and Director of CHÉOS. This position encompasses a number of different types of tasks, including general office administration duties, executive assistant duties, finance tracking, and editorial duties. As the Director holds various research and teaching appointments, the job responsibilities of the Executive Assistant extend beyond the CTN and CHÉOS. This role also provides some exposure for the incumbent to develop research skills and knowledge in the innovative healthcare arena.

Located at St. Paul's Hospital, CHÉOS is an interdisciplinary collective founded to pursue excellence in health outcomes research. In addition to conducting its own research, the Centre's other primary function is to offer methodological expertise to other researchers, including assistance with study design, statistics, health economics, data management, and grant facilitation for both health outcomes research and clinical trials. The Centre consists of 45-50 faculty members and 130-150 staff and research personnel. The Centre also currently manages three staffed, off-site research offices across the province.

The CTN is an innovative partnership of clinical investigators, physicians, nurses, people living with HIV/AIDS, pharmaceutical manufacturers and others that facilitate HIV clinical trials of the highest scientific and ethical standards. Established in 1990 as a cornerstone of the federal AIDS Strategy, the CTN is funded by the Canadian Institutes of Health Research (CIHR), and jointly sponsored by the University of British Columbia (UBC) and St. Paul's Hospital (Providence Health Care) in Vancouver.



## Work Performed

### Administrative:

- Manage the Director's schedule and arrange meetings when appropriate
- Maintain the Director's academic CV and biography for external media requests
- Coordinate the Director's signatory duties
- Communicate and correspond with internal and external stakeholders
- In conjunction with the research team, draft, review, and edit contracts for industry sponsored projects prior to submission to the University of British Columbia (UBC) University-Industry Liaison Office or Providence Health Care Research Institute for final signatures
- Assist with processing of grant applications and writing periodic reports to various government and for-profit agencies, including the development and collation of applicant CVs
- Process membership renewals, conference registrations, and accommodation bookings
- Screen and prioritize incoming and outgoing calls/messages
- Organize various internal and external stakeholder meetings (scheduling, catering, etc.), and record meeting minutes

### Financial:

- Process travel expense claims
- Requisition vendor payments and prepare paperwork for deposits for the department through Providence Health Care (PHC) and UBC research accounts
- Prepare invoices for external stakeholders for work completed by the research team and track the payment of these invoices
- Track and reconcile fund disbursements to monthly statements from PHC, UBC, and Arthritis Research Canada (ARC)
- Prepare and review sections for un-audited financial statements for grants
- Manage administration of operational research funds (PHC, UBC)

### Editorial:

- Write and edit letters, nominations, and other correspondence as required
- Assist with manuscript reviews, edits, and submissions, which includes proofing and reformatting
- Assist with grant applications, periodic reporting, and coordination of applicant CVs
- Prepare online ethics applications and renewal forms through UBC Research Information Services
- Design and prepare scientific posters for presentations at conferences
- Respond to website queries

### Research assistance:

- Maintain and update project lists
- Respond to basic enquiries about projects
- May assist with drafting of peer reviewed manuscript articles
- On occasion, assist in the conduct of literature reviews
- General project support to the research team
- Other related duties as may be required



### **Supervision Received**

Reports to the CTN National Director and CHÉOS Director. Works closely with and takes direction from the CTN Chief Administrative Officer and CHÉOS Director of Operations. This position requires the ability to work independently.

### **Supervision Given**

The Executive Assistant position does not include supervision of other staff.

### **Consequence of Error/Judgement**

This position entails a high level of confidentiality and discretion. Failure to maintain information in confidence could result in damage to credibility and poor relations with internal and external stakeholders. Implications of decisions or advice may result in restricted operations and legal and/or financial liability. Poor judgment or failure to act in a professional, tactful manner will have an adverse effect on the image of the Centre/Network.

### **Working Conditions**

The incumbent will be working in CHÉOS/CTN located at St. Paul's Hospital. The incumbent will be provided with appropriate work space. Travel to meetings and conference may be required from time to time.

### **Qualifications:**

Undergraduate degree in a relevant discipline. Minimum of five years' experience or the equivalent combination of education and experience. Previous experience working with health care researchers, or working in administration in a research area at UBC or its affiliated hospitals is an asset but not required. Candidates selected for an interview will be asked to submit two samples of their writing, which may include professional documents such as letters, meeting minutes, reports, manuscripts, grants or other related documents. Confidential or other identifying information can be removed as may be necessary.

- Superior computer skills – MS Office, Adobe Acrobat and Mac operating systems
- Excellent written and oral communication skills
- Strong interpersonal skills and able to work both independently and within a team
- Highly organized with the ability to multi-task, prioritize, and work under pressure to meet deadlines
- Exercises accuracy and has a keen eye for details
- Ability to exercise tact, discretion, and diplomacy
- Basic web-blogging skills, familiarity with bibliometric and reference software considered assets

*CHÉOS and the CTN hire on the basis of merit and are committed to employment equity. All qualified persons are encouraged to apply. CHÉOS/CTN are strongly committed to diversity and welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of any sexual orientation or gender identity, and others who may contribute to the further diversification of ideas. Canadians and permanent residents of Canada will be given priority.*

**Only candidates shortlisted will be contacted.**