

- Provides project management support to the manager by maintaining project and communication plans, service contract and financial accountability documentation and monitoring progress on key milestones and deliverables.
- Tracks project expenditures and prepares activity and expenditure reports for funding agencies (including Provincial Ministries, the Government of Canada, the European Union, and Indigenous Organizations).
- Coordinates and administers surveys, questionnaires, and other data gathering methods; contributes to the design of such tools in collaboration with other project personnel and partners.
- Communicates with working groups and stakeholders to ensure project activities are advancing according to project plans and deliverables are tracked.
- Organizes and coordinates the scheduling of steering committee, working group and senior executive meetings, preparing and distributing materials in a timely manner and minute taking.
- Collaborates with CEPD office on planning a faculty development event and the planning of a recruitment and retention forum in 2018 and other school events.
- Coordinates complex tasks such as initiating correspondence and reports for internal and external stakeholders, preparing reports, maintaining databases and web pages.
- Drafts procedural documents and templates as required.
- Performs other duties as assigned.

QUALIFICATIONS

Education

- A University degree in Health Sciences or Business from a recognized university with Canadian accreditation or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities

- Minimum of three (3) years of related experience is required
- Knowledge of the medical education or post-secondary education environment
- Knowledge of Quality Improvement Methods is an asset
- Proficiency in survey design and evaluation methodologies
- Proficiency in the use of computer systems and software (i.e. Windows, Databases, Excel, Internet, Email, Microsoft Office, etc.)
- Project Management skills to multi-task and work concurrently on various projects with tight deadlines
- Organizational skills to work and thrive in a fast paced, multi-tasking environment
- Verbal and written communication skills to present material and reports for professional and executive audiences or the public
- Analytical and problem solving skills to identify project issues, make multiple assessments, identify key issues and cause and effect relationship and arrive at a solution.
- Ability to use tact and diplomacy to resolve conflict and maintain constructive working relationships
- Ability to coordinate special events
- Ability to put forward ideas for new approaches and/or improvements in existing processes
- Ability to work independently and as a team player in meeting deadlines
- Ability to work in a consultative and collaborative fashion within the Dean's Office and other units and teams to further the overall school strategic objectives
- Ability to work within established organizational practices, protocols and policies
- Ability to travel when required.

Language

- Must be able to communicate effectively in English (verbally, written and comprehension)
- French/Indigenous language skills would be considered asset

Interested candidates are invited to submit a resume along with verification of academic accomplishments quoting the competition number **#2017-1122-GC no later than November 15, 2017 at 4:00 pm** to:

Northern Ontario School of Medicine
Attention: Human Resources
935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6
Email: HR@nosm.ca
Fax: (705) 671-3880

The Northern Ontario School of Medicine offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version this posting, please contact Human Resources via email at hr@nosm.ca.

The Northern Ontario School of Medicine invites applications from all qualified individuals. NOSM is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.