



UNIVERSITY OF SASKATCHEWAN

Plant Phenotyping and
Imaging Research Centre

P2IRC.USASK.CA



Growing science for life

GIFS

GLOBAL INSTITUTE
FOR FOOD SECURITY

PotashCorp - a Founding Partner

Project Support Specialist “Designing Crops for Global Food Security” CFREF Project

Department: Global Institute for Food Security

FTE: 1.0

Status: This is a term position of up to four years.

Salary Information: The salary range is \$45,000 to \$75,000 per annum. The starting salary will be commensurate with education and experience.

Primary Purpose: To coordinate and provide administrative support for the launch, implementation, and ongoing management of the CFREF project “Designing Crops for Global Food Security” within the Global Institute for Food Security (GIFS).

Nature of Work: Reporting to the Director of Finance and Administration, this position will coordinate and deliver the primary administrative support for the successful implementation and ongoing management of the activities and projects undertaken through the CFREF award “Designing Crops for Global Food Security”. An ability to work effectively, both independently and as a team member, and to exercise discretionary decision making is essential. Work occurs in an environment where there is continuous change and growth, shifting and competing priorities, and frequent interruptions. The Project Support Specialist will foster a work atmosphere that is positive, supportive, responsive, and transparent.

Accountabilities:

- Manage the day-to-day operations of the CFREF project office, including support for people, space/equipment, and policies and procedures.
- Provide administrative support to the CFREF Program Director.
- Provide administrative support to the CFREF Research and Business Development Director.
- Coordinate the administration of CFREF project committees, both formal and informal (Executive Research Committee, International Scientific Advisory Committee, Industry Advisory Committee, End-User Committee, theme working groups, and ad-hoc working groups).
- Work closely with the CFREF Executive Research Committee to facilitate communication among project participants, the research community, and key stakeholders (including participating external institutions and end users).
- Prepare and maintain operational and strategic documents and presentations.
- Assist in reporting to the CFREF Secretariat
- Event planning including coordination of the annual CFREF Symposium.
- Manage the implementation of programs, activities, and systems to support the project’s leaders in fulfillment of their responsibilities.
- Ensure that project priorities and deadlines are met and decisions are implemented in a timely manner.
- Support the effective, efficient, and strategic allocation and management of the project’s resources (staff, financial, and physical).

Qualifications

Education: Either an undergraduate degree with at least three years' relevant experience or a diploma in office or business administration with at least five years' experience in an administrative capacity with increasing levels of responsibility.

Experience: A minimum of three to five years of experience working in a senior administrative position. Working knowledge of the university environment and experience with administration of Tri-Agency grants is preferred.

Skills: The Project Support Specialist will be an energetic and highly motivated individual who thrives in a dynamic environment. The following are required for success in this position:

- sound judgment, discretion, diplomacy, and professional integrity;
- exemplary interpersonal and communication skills, both verbal and written;
- effective organizational skills and the acumen to handle complex situations and manage multiple projects with competing deadlines;
- ability to establish and maintain the level of professional relationships that support exceptional collaboration;
- ability to identify issues and then develop and implement creative and outcomes-oriented solutions;
- ability to gather, analyze, and present information;
- ability to work effectively in a team-oriented and diverse atmosphere;
- ability to work independently; and
- fastidious attention to detail.

Inquiries regarding this position can be directed to Gwen Miller at 306-966-3713

Be sure to apply online as emailed applications will not be accepted.