VISTA Administrative Assistant (Part-Time)

**Job Type:** Part-time

**Job Title:** Administrative Assistant

**About VISTA:**
Vision: Science to Applications (VISTA) is a collaborative research 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.

**Duties and Responsibilities:**
Reporting to the Program Director, the Administrative Assistant will work directly with the VISTA program management team and provide critical administrative assistance to the project. Some duties may include (but not limited to):

- Meeting and scheduling management including meeting preparation
- Assist with on-boarding new VISTA trainees
- Record Keeping
- Liaising between departments and other units for any program-related issues
- Assist with procurement and claim reimbursements
- Listserv management
- Assisting with special projects and events
- Assist with day-to-day office operations

**About the Team:**
We are a small but mighty team who manages the everyday ongoing of this very large research program. We are fun and light-hearted but also passionate and serious about the work we do. We care about the growth and development of all team members and seek to make this a learning experience for all involved.

**Minimum Qualifications**
- Accurate data entry skills.
- Strong attention to detail.
- Experience with database management.
• Excellent communication (oral and written) skills; initiative; ability to work independently and in a team; efficient time management skills; excellent organizational skills; and excellent interpersonal skills.

• Basic office administrative skills such as: photocopying, printing, preparing packages, transcribing, filing and record keeping.

• Knowledge of Microsoft applications (e.g., Word, Excel, PowerPoint), Google Docs, and the Web.

• Knowledge or experience in event planning would be an asset.

• Experience working in a post-secondary environment would be an asset.

**Education:** Community College diploma or an equivalent of 2 years relevant experience, preferably in an academic / research environment.

*To apply please submit cover letter and resume to zmeghji@yorku.ca by the application deadline.*

**Application Deadline:** Friday, July 12, 2019

**Start and End Dates:** August 1, 2019 – August 31, 2023 (Note this role may become full-time in January 2020).

**Annual Salary:** 25,000 plus 4% vacation pay.