

## *Job Announcement*

### **Half-time position (Sep/Oct 2016-Mar 2017): Project Management Assistant**

The [Centre for European Studies](#) (CES) at Carleton University invites applications for a half-time (approximately 17.5 hr./wk) short-term grant funded position from Sept/October 2016 through March 2017. The person filling the position will assist the Manager of CES and Prof. Joan DeBardeleben.

The job will include two components:

- assisting with final grant reporting for Carleton University's European Union Centre of Excellence (October/ November), and
- organizing final activities of AND assisting with final grant reporting for the Canada- Europe Transatlantic Dialogue (funded by the Social Sciences and Humanities Research Council of Canada, SSHRC) (November 2016 through March 2017)

Specific tasks may include (but not be limited to):

- final reporting on project activities to funding agencies
- routine and final project accounting, including handling of expense and travel reimbursement claims
- event management and coordination, including logistics, publicity, and organizational aspects
- working with authors to edit and format policy papers for the project website
- management of the project website, multimedia vehicles, and social media planning
- supervision of graduate student assistants
- routine office management

Required qualifications include:

- experience in project management or a completed Masters degree in a relevant field
- native-level knowledge of English, with excellent writing and editing skills
- strong organizational and analytical abilities
- familiarity with Carleton University, its programs, policies and practices
- ability to work in a team
- knowledge necessary to manage a website using the Carleton university Wordpress template

Preferable skills include:

- experience with managing SSHRC grants and with Carleton research accounting guidelines
- experience and skills with event organizing and support services
- previous experience in supervision of student assistants

Salary for the successful applicant will depend on experience and qualifications, but is anticipated to be in the range of \$25-26/hr.

Applicants should provide: (a) a letter of application explaining their interest in the position, as well as relevant skills, experience, and availability; (b) names and contact information (email and phone) for three people whom we may contact to provide references; and (c) a curriculum vitae. Consideration of applications will commence on **September 15, 2016** and continue until the position is filled. Please send a single email with a single attachment containing all application materials to: [CanadaEU@carleton.ca](mailto:CanadaEU@carleton.ca) with the subject line: "Application ProjMgr YOUR NAME". For further information, you may contact Prof. DeBardeleben at [joan.debardeleben@carleton.ca](mailto:joan.debardeleben@carleton.ca) .

Carleton University is committed to equality of employment for women, aboriginal peoples, visible minorities, and persons with disabilities. Persons from these groups are encouraged to apply. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.