

Project Coordinator, Centre for European Studies (position available immediately)

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The Centre for European Studies (CES) at Carleton University invites applications for the position of Project Coordinator. The position will commence as soon after **October 15** as possible, with an initial appointment of one year with possible extension to April 2016. The successful candidate will work under the supervision of the Director and the Manager of CES, and will be responsible for carrying out administrative, organizational, and budgetary aspects of the Centre's work. This is a full time position. Remuneration will depend on the candidate's qualifications and experience.

The position will require the following qualifications and duties:

- The individual should have excellent organizational and communication skills, the ability to prioritize tasks and work toward measurable objectives. We are seeking an individual who is responsible and reliable and who works well in a team.
- Demonstrated experience in planning and organizing events, such as conferences or public lectures, and making arrangements for visiting researchers (transportation, accommodation, allowance).
- The ability to organize publicity for the Centre and its events (e.g. management of electronic and hard copy mailing lists, development of posters for events).
- Supervision of student assistants.
- Experience in accounting and financial management. The incumbent will be expected to process routine financial payments (e.g., processing travel expense claims, and reimbursement claims), to maintain oversight of financial accounts of the Centre, and to assist in preparing financial reports.
- Demonstrated public relations skills. The job will require regular liaison with European diplomatic missions in Ottawa, government departments, local school boards, and the general public.
- Familiarity with the University environment. The incumbent will be expected to work closely with University's academic departments, the Office of Research Accounting, the Faculty of Graduate Studies and Post-Graduate Affairs, the

Department of University Communications, as well as offices of graphic services, scheduling and mail services.

- Experience with the following computer applications: Microsoft Word, Excel, Power Point, and email programs.
- Skills in website maintenance are desirable (e.g. Wordpress content management system) or interest in learning those skills
- The successful candidate would be expected to have completed a higher education degree, preferably an MA.
- Knowledge of the European Union is considered an asset but not a requirement for the job.

Applicants should provide:

- a resume;
- letter of application explaining his/her interest in the position, as well as relevant background and experience;
- two letters of reference (confidential and sent by the referees by e-mail directly to natasha.joukovskaia@carleton.ca).

Please send application materials by e-mail to Natasha Joukovskaia (natasha.joukovskaia@carleton.ca), Manager, Centre for European Studies no later than **October 1, 2013**.

For further information, you may contact:

Natasha Joukovskaia by e-mail at natasha.joukovskaia@carleton.ca or by phone at (613)520-2600 ext 1179. This position is a grant-funded position supported in large part by the European Union.