February 23, 2016

Job Posting:

Part-Time Program Manager
for NSERC CREATE Program in Data Analytics & Visualization

Position Type
1-year contract, renewable annually for up to 5 years total.

Start Date
Apr 1, 2016 (negotiable)

Hours
20 hours per week, flexible schedule

Salary
$35,000 per year + benefits

Closing Date for Applications
Mar 15, 2016

Background. The NSERC CREATE Program in Data Analytics & Visualization (DAV) provides interdisciplinary training in both computational analytics and perceptual design methodologies for deriving value from big data for a broad range of industrial applications. The program is a multi-institution, multi-sector collaboration between York University (the lead institution), OCAD University, Concordia University and the University of Toronto, together with a number of leading Canadian high-tech companies in Toronto and Montreal focused on applications in cloud computing, digital cultures, health technology and smart cities. See www.createdav.ca for more information.

Job Description. The Program Manager will be based in the Dept. of Electrical Engineering and Computer Science at York University. The Program Manager will report to the Principal Investigator James Elder and work with other Academic Leads to implement the NSERC CREATE Program in Data Analytics & Visualization.

Desirable Skills & Experience

1. Budgeting
2. Communications and Events: website management, social media, events coordination
3. Human resource management
4. Software: Microsoft Office
5. Industry relations
Specific Duties

1. Budget Management: including York payroll, and expense reports, and multi-institution transfers and researcher budgets, develop revenue sustainability opportunities
2. Website: Content management and maintenance, social media presence
3. Recruiting: manage student applicants, issuing semi-annual call for applications, outreach to female applicants
4. Management: Trainees, Internships, Rotations using database management (trainees, companies, institutions, courses), training program oversight, publications, IP and commercialization, post-program employment, public speaking engagements, site visits
5. Cross-Institutional Project Course: remote learning resources access (e.g., telecom facilities)
6. Boot Camp and Summer School: event coordination for two three-day annual events, including speaker recruitment, schedule, training activities, travel, catering, AV
7. Reporting and Committees: semi-annual Research Progress Reporting, Program Committee meetings, NSERC Progress Report Preparation, Admissions Committee review

Application Process

Your complete application package must include a cover letter, résumé, and the names of at least three references.

Please ensure that “CREATE DAV Program Manager” is quoted in e-mail subject lines. Only those selected for an interview will be contacted.

Applications should be submitted to:
James Elder
Dept. of Electrical Engineering and Computer Science
Lassonde School of Engineering
York University
Fax: 416-736-2100 ext. 66475
Email: jelder@yorku.ca

York University is an Affirmative Action (AA) employer and strongly values diversity, including gender and sexual diversity, within its community. The AA program, which applies to Aboriginal people, visible minorities, people with disabilities, and women, can be found at www.yorku.ca/acadjobs or by calling the AA office at 416-736-5713. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.