



Research Program Assistant

Sudbury, Ontario

Job Description

The Research Program Assistant (RPA) will assist the R&D Program Directors and team at the Centre for Excellence in Mining Innovation (CEMI) to effectively support private and public sector clients in the mineral resource industry. The RPA will engage in activities from among the following, based on candidate qualifications: co-ordinate the development of agreements and contracts, facilitate intellectual property protection and liaise with legal counsel as needed; assist to coordinate scientific advisory groups, networks, workshops and other events; assist in formatting reports, policies, and communications pieces; collect and compile reportable activity statistics; make studies and reports accessible through electronic and web-based means; assist with bookkeeping.

Qualifications

At minimum, the RPA will have a Diploma in Office Administration, Business, Paralegal or equivalent experience, with excellent skills in time management and navigating the Microsoft Suite of programs, be very organized, courteous, have excellent communication skills (oral and writing), and ability to take initiative to contribute to the overall efficiency of the office.

Eligible candidates are Northern Ontario secondary school graduates 29 years of age or under who are recent graduates from an accredited college or university. Graduates from a high school outside of Northern Ontario who have resided in the North for at least one year are also eligible. Mature graduates and underemployed graduates will also be considered.

Application Deadline: Monday, July 18, 2011 by 5:00pm

Please email applications and inquiries to:

Allan Akerman, Director Operations, aakerman@miningexcellence.ca

Early applications encouraged. Applications will be reviewed as received. CEMI thanks all applicants for their interest, however only those selected for an interview will be contacted.

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