

Calling all applicants!

The Waterloo Institute for Complexity and Innovation (WICI) is currently seeking an Administrative Assistant.

The Waterloo Institute for Complexity and Innovation is a research hub that promotes the rigorous transdisciplinary study of innovation within—and the resilient and beneficial transformation of—the complex adaptive systems essential to human well-being. Within the University of Waterloo, WICI acts as a “centre of centres” for research on complex systems.

The successful applicant will have extensive organizational and technical skills. Event-planning skills will be required to organize WICI’s regular seminars, including booking rooms, scheduling catering, and working with ITMS on video-recording. The applicant will also coordinate publicity for the Institute, maintain email contacts, and keep accurate financial records.

Preference will be given to applicants with strong technical skills, with proficiency in website design using Wordpress, management of Microsoft Sharepoint, and maintenance of email (Outlook) and social media (Hootsuite) accounts.

Applicants will have initiative and a strong work ethic. Please email your cover letter and resume to Maria Legault at maria.legault@wici.ca by Thursday, January 17th, 2013.

Waterloo Institute for Complexity and Innovation

EV3-4273

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519-888-4567 ext. 31813

info@wici.ca

The full job description is below.

Position Title: Administrative Assistant

Organization: Waterloo Institute for Complexity and Innovation (WICI)

Job Duties:

- Support the activities of the WICI Director (Dr. Thomas Homer-Dixon) and Associate Director (Dr. Dawn Parker), acting as secretary and ensuring that all assigned tasks are performed in a timely, professional, and effective manner
- Coordinate communication with a wide variety of on and off campus colleagues, organize travel arrangements, and serve as internal liaison with University of Waterloo academic departments and administrative units, especially Social Innovation Generation (SiG@Waterloo)
- Coordinate speaker series events
- Manage the WICI website using Wordpress

- Advertise the Institute globally via mailing lists (MailChimp) and social media (Facebook, Twitter)
- Maintain good records of the organization's spending and annual budget
- Provide support for writing and submitting external grant proposals

Qualifications:

- Strong technical skills and ability to learn new software quickly
- Proficiency using Wordpress for website development and social media platforms (including but not limited to HootSuite, Twitter, and Facebook)
- Demonstrated organizational skills and attention to detail
- Experience in event-planning and hosting would be an asset
- Ability to work in a professional manner consistent with University of Waterloo values