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Created by the Government of Canada in 1997, the Canada Foundation for Innovation (CFI) strives to build our nation's capacity to undertake world-class research and technology development to benefit Canadians. Thanks to CFI investment in state-of-the-art facilities and equipment, universities, colleges, research hospitals and non-profit research institutions are attracting and retaining the world's top talent, training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen Canada's position in today's knowledge economy.

Part-time Student Position (2017)

Programs Assistant, Programs and Performance

Key Activities

The CFI Programs team coordinates and manages funding programs, and contributes to a number of corporate and departmental information management initiatives. The student will be instrumental in supporting on-going Programs activities and in helping to collect, review and synthesize relevant data and information. Reporting to a Senior Programs Officer, and working under the supervision of one or more Senior Programs Officers and Programs Officers and the Manager, John R. Evans Leaders Fund, the student will be responsible for the following:

- Performing preliminary administrative reviews of infrastructure proposals
- Collecting missing or incorrect proposal and reviewer information
- Conducting analyses and developing data reports in Excel, including charts and tables
- Assisting Programs staff in decision-making and policy development by gathering, analyzing, and organizing information from a variety of sources.
- Assisting in the coordination and management of the review process by:
 - Seeking and recruiting expert reviewers
 - Providing experts with the documents required to perform their tasks
 - Coordinating review logistics
 - Receiving and coordinating information and reviews; reviewing documents, compiling, organizing, analyzing and summarizing information and reviews
- Creating documents and forms in Word or PowerPoint, formatting and proof-reading
- Preparing and participating in meetings to support Programs activities
- Other tasks as required

Requirements

- University student enrolled in the 2nd year or later year of an undergraduate degree program.
- Able to work approximately 15 hours per week
- High level of experience managing and manipulating data and data sets
- Proficiency in the use of Microsoft Office applications
- Ability to read, write and speak English; proficiency in reading, writing and speaking French is a strong asset
- Well organized and attentive to details
- Strong analytical and problem-solving skills
- Resourcefulness and ability to learn quickly
- Strong interpersonal skills including good judgment, discretion and professionalism

Program Assistant, Programs and Performance

- Ability to prioritize deadlines and demands
- Ability to take initiative, work independently and contribute as a team member

Additional Information

The position begins as early as October 1, 2017 for a period of six months, with possibility of extension.

Physical demands

- The position is part-time.
- This is a headquarters (Ottawa) based function with no travel.

Salary

Salary will be commensurate with qualifications and experience.

If you are interested in applying, please forward your C.V. and a covering letter by **September 15, 2017 at 5:00 p.m.** to:

Eric Desjardins
Manager, Human Resources
Canada Foundation for Innovation, 230 Queen Street, Suite 450
Ottawa ON K1P 5E4
Fax: (613) 943-0923
hr@innovation.ca

We would like to thank all candidates who apply. Please note that only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official language and employment equality principles, and respects Ontario's Accessibility Standard for Customer Service policy.

Visit our website: www.innovation.ca for more information about the CFI.