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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.*

## **Summer Student Position Profile (2017)**

### **Program Assistant, Programs and Planning**

#### **Client Service Results**

Reporting to the Senior Programs Officer, Programs Officers or Manager (JELF), provides administrative and clerical support in fulfilling their responsibilities for portfolio management, program delivery and policy development. By providing this support the incumbent engages in providing effective and timely client services, ensuring that CFI policies and guidelines are followed, gathering and analyzing information and ensuring efficient, rigorous and fair review processes.

#### **Key Activities**

##### **Program Delivery support:**

##### **Administrative review**

- Performs a preliminary administrative review of infrastructure proposals to ensure that they are complete and adhere to the standards prescribed by the CFI; contacts the institutions to request correct or missing information.

##### **Review processes**

- Assists in the management of the review process by seeking background information and cv's of prospective reviewers, by contacting experts, by providing experts with the documents required to perform their tasks, by coordinating the logistics of expert committee meetings and by securing information reviews from experts conducting written reviews.

##### **Information gathering and analysis**

- Assists Programs staff in decision-making and policy development by gathering, analyzing, and organizing information from a variety of sources in a coherent format.

##### **Other duties**

- Performs other administrative and clerical tasks as assigned, such as coordinating logistics (travel, bookings) and taking minutes/notes for meetings.

##### **Education and Skills**

## Program Assistant, Programs and Planning

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- Currently enrolled, at minimum, in 2<sup>nd</sup> year of a University science, engineering or health undergraduate degree program
- Excellent knowledge (written and oral) of both official languages
- High-level of competency in working with databases, electronic communications, spreadsheets and text processing (Microsoft Word, Excel, Access, Outlook, internet browsers)
- Good numerical skills
- Well organized and attentive to details
- Ability to prioritize deadlines and demands
- Ability to take initiative, work independently and contribute as a team member.

## 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 **Friday February 24, 2015, 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. Only candidates selected for an interview will be contacted.

Visit our website: [www.innovation.ca](http://www.innovation.ca) for more information about the CFI.