



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

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Job Board Posting



Careers.Indigenous.Link

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PROJECT SUPPORT ASSISTANT - FACULTY OF SCIENCE

Job ID	43042-9979	
Web Address	https://careers.indigenous.link/viewjob?jobname=43042-9979	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2022-01-25	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Job Summary

The Dean's Office in the Faculty of Science, is looking for student input and support in the operationalization of the Faculty of Science Strategic Plan. Working closely with the Manager of Strategic Initiatives and the Project Coordinator, the successful candidates will be part of a summer work team that will provide in person and virtual support to the projects identified for 2022. Examples of the 2021 Faculty of Science Strategic Plan Student Project work can be found here. The 2022 projects will be announced shortly and we expect them to be themed around the following:

- Undergraduate research opportunities and lab skills development
- Support development of Alumni database/ tracking
- Course Outline and Curriculum analysis
- Support EDI-related projects and initiatives
- Support science departments/ units with project research and development

Provides administrative support to a project, conference or event (TBA) under direct guidance from the supervisor.

Accountabilities

1. Update records by entering data into spreadsheets or databases
2. Conduct database, literature, library and web searches to locate documents and articles used for references on the project.
3. Compose email communications for a specific project, conference or event.
4. Copy, collate and assemble a variety of documents and packages.
5. Collect, maintain and organize hardcopy and/or electronic records/files.
6. Assist with other related duties to contribute to the overall operation of the conference or event.
7. Answer routine inquiries regarding specific to a project, conference or event.
8. Perform other clerical duties of a similar nature, specific to a project, conference or event.

Qualifications
Education: Currently enrolled in a relevant post-secondary program (Faculty of Science).

Experience: Not required.

Working Conditions • Typical office environment.

• Work is completed under general guidance and direction.

Exclusions • Does not monitor budgets and reconcile accounts

• Does not show procedures to others.

• Does not setup filing systems.

For more information, visit McMaster University for PROJECT SUPPORT ASSISTANT - FACULTY OF SCIENCE