



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

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/19

PROJECT COORDINATOR

Job ID	61920-9834	
Web Address	https://careers.indigenous.link/viewjob?jobname=61920-9834	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-04-26	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

The Faculty of Health Sciences, the largest Faculty within McMaster, is unique as the only Canadian university that combines schools of medicine (including two regional campuses), nursing, rehabilitation science, and the programs of midwifery, Bachelor of Health Sciences, physician assistant and postgraduate health sciences education within one faculty. Our pioneering approaches to education and our reputation for world-class research has consistently placed McMaster and the Faculty among the top 50 universities in the world for health and medicine. Those who join FHS will find a community of 5,400 talented individuals who are inspired by the faculty's commitment to our values of interprofessional collaboration, commitment to our communities, accountability, innovation, excellence, integrity, respect, and optimism. Reporting to the Director of Administration, the Project Coordinator will provide support for the Department of Medical Imaging strategic initiatives, CME and other department events as well as supporting project work aligned to the various commitments of the departmental strategic plan. This role is intended to provide Maternity Leave coverage for one of our existing team members.

Job Summary: The Project Coordinator assists in implementing strategic projects in support of departmental/ faculty objectives. The Project Coordinator coordinates multiple concurrent projects, meeting high quality standards, budget constraints, timelines and to the satisfaction of clients and key stakeholders. Assists in defining business processes, developing realistic goals and ensuring a smooth implementation to ongoing business operations.

Purpose and Key Functions:

- Coordinate multiple concurrent projects, develop and maintain project plans, prepare project status reports and keep management, clients and other project stakeholders informed of the project's status.
- Accountable for coordinating all aspects of the project from inception to analysis and development, to production acceptance and post implementation reviews.
- Work with departmental/faculty leadership to define project components that must be completed to ensure the overall project goal is achieved.
- Work with all project stakeholders to obtain buy in and sign off to deliverables, time lines and implementation methods.
- Review and recommend project budgets, time lines and milestones for presentation to department/faculty leadership.
- Track and report on project progress between milestones.

- Identify and select development strategies to maximize the efficiency and effectiveness of project work while minimizing negative impacts on stakeholders such as managing project and task dependencies so they work together for both the business and technology strategic plans.
- Ensure proper setting of priorities, problem resolution and incorporation of changing events and conditions into the project from business, technical and political perspectives.
- Ensure that project work occurs within established budgets and time lines and communicate all issues or problems to management and all stakeholders. · Responsible for change and its effects on project resources.
- Responsible for problems that arise in the course of projects.
- Receive and respond to time critical issues.
- Ensure that all project work is effectively integrated into current systems and, where possible, any current production problems are addressed. · Investigate, evaluate, and recommend improvements that may be required to business practices, their applications systems, and supporting computing technology. · Ensure that projects meet specified functionality requirements.
- Coordinate all phases of testing including, but not limited to, system, integration, acceptance and performance.
- Develop and maintain methodology, and control documentation.
- Assist with the development of project proposals and estimates.
- Facilitate effective dialog between the user community and technical staff.
- Take ownership of functional issues by identifying underlying problems, analyzing potential solutions and implementing system resolutions, including workarounds.
- Work with the systems area to determine technical approaches and technical risks for project testing.
- Work closely with departmental/faculty staff to ensure that requirements are testable.
- Identify and manage defects identified during all phases of a project.
- Resolve problems in the test, production implementation, and post- implementation phases in coordination with other technical and business groups. · Review systems, processes, and information and provide recommendations to others.
- Liaise between the technology and support teams.
- Communicate testing results to other stakeholders.
- Facilitate effective dialog between technical staff.
- Interact with and exchange information with colleagues.
- Follow a test script and document defects.
- Prepare and review recommendations and other project initiation documents.
- Prepare and review end user and operations documentation, training materials, and timelines.
- Maintain methodology, and control documentation.
- Work collaboratively with others to achieve departmental and institutional goals. Actively participate as a member of a team to move the team toward the completion of goals.
- Research and make recommendations in best practices to the department/faculty leadership.
- Apply and enforce department change control policies and procedures.
- Remain current with policies and procedures.
- Remain current with the different levels of testing and develop simple use cases and test scripts. ·

- Assist staff with training when requested.

Requirements:

- Bachelor's degree in Computer Science, Business, or a related field of study.
- Requires 4 years of relevant experience.

What We Offer: In addition to joining a Top Ranked University, McMaster offers a very competitive Total Compensation Package that includes, but is not limited to:

- Employer Paid benefits such as Extended Health, Dental, Emergency Out-of-Country Travel Coverage & Basic Life Insurance,
- Progressive paid Annual Vacation Plan,
- Participation in a competitive Contributory Pension Plan,
- Training, coaching and professional development opportunities,
- Employee Tuition Assistance for continuous professional development & education,
- Opportunity to be a part of an academic environment working alongside professionals who share a passion for life-long learning.

For more information, please visit McMaster's Total Rewards website.

For more information, visit McMaster University for PROJECT COORDINATOR