

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

The **Women's College Hospital Institute for Health System Solutions and Virtual Care (WIHV)** aims to improve health by working to develop, implement and evaluate innovations in clinical care and policy. Our philosophy is to engage and collaborate with all players in health care to deliver tangible solutions that improve the health system as a whole. Our goal is to inspire innovation and enable Ontario's most promising leaders to transform their ideas into practical, scalable solutions.

An exciting **regular full-time** opportunity as a **Research Administrative Assistant (Competition #93.19)** exists in the **WCH Institute for Health System Solutions and Virtual Care (WIHV)**. The Research Administrative Assistant will proactively create and maintain effective workflow and communication to accomplish the work of the Unit which includes the handling of a variety of projects and tasks simultaneously.

Summary of Duties, but not limited to:

Research-related support for the unit:

- Update and maintain web CV, common CV; proofread, edit, and format CV of the Director for granting agencies as required
- Support the preparation and submission of grant applications for the Director and other Scientists as needed
- Assist Director and other delegates as needed in opening new Cost Centres, including submitting requests for research ethics board exemptions, and terminating expired Cost Centres
- Assist Director in operations related to the conduct of the research studies
- Solicit and collect updates from WIHV research team on all ongoing research projects and maintain updated records
- Maintain searchable archive of WIHV peer reviewed scholarly publications
- Maintain up to date, searchable archive of WIHV metrics including total grants, awards, publications and presentations

Administrative support for the unit:

- Manage electronic calendar for the Director and other delegates as needed
- Proofread letters and reports; prepare power-point presentations, slide and meeting materials as needed
- Schedule and coordinate regular external stakeholder meetings, book rooms, prepare draft agendas, notify guests, order catering, record and circulate meeting minutes, and follow up on action items.
- Input and code timesheets for WIHV staff
- Provide support to WIHV Director and Managers by liaising with research operations and other hospital departments to address issues related to IMIT, Security and Facilities
- Assemble, prepare and submit financial documents and staff reimbursement for Manager's signoff, maintain keep a detailed records of submissions
- Maintain a comprehensive electronic filing system
- Complete general office duties including photocopying, filing, organizing journal files.
- Support onboarding of new staff

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- Provide logistical support to WIHV events including team meetings, monthly “Innovation Rounds”, “Lunch and Learns”, as well as occasional symposia or larger speaker events; tasks include booking rooms, ordering catering, taking minutes, etc.
- Coordinate the receipt of applications and selection of the Warmbold Fellowship

As a role model and champion you will work to identify safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- College diploma or Bachelor’s degree, ideally with an administrative focus
- Minimum of one to two year progressively responsible experience in a senior administrative position, preferably in post-secondary education environment, government, teaching hospital or an academic ambulatory care setting.
- Experience in managing scheduling for a senior person or department
- Advanced skills in MS Office (Word, PowerPoint, Excel, Outlook, Access)
- Experience in academic research environment considered an asset
- Experience with Web CV and CV preparation for granting agencies considered an asset
- Experience with Ceridian payroll coding an asset
- Demonstrated strong independent working, and multitasking skills
- Ability to work well in a deadline-oriented and team-based environment
- Outstanding written and verbal communication skills
- Excellent organizational and administrative skills with attention to detail
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women’s College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTING DATE: April 16, 2019

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women’s College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.