

With a bold, future-looking mandate, the Canada Foundation for Innovation equips researchers to be global leaders in their field and to respond to emerging challenges. Our investments in state-of-the-art tools, instruments and facilities underpin both curiosity- and mission-driven research that cuts across disciplines and bridges all sectors. The research infrastructure we fund mobilizes knowledge, spurs innovation and commercialization, and empowers the talented minds of a new generation.

STUDENT POSITION - FALL (2024)

PROGRAMS ASSISTANT

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, 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
- Assist with the coordination of multi-day workshops (venue, suppliers, registration, communications, logistics)
- Other tasks as required

Requirements

- University student enrolled in the 2nd year or later year of an undergraduate degree program.
- 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

Student, Programs Assistant

- 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.

Please send your CV and a covering letter as soon as possible. Qualified candidates will be contacted and invited for an interview after receipt of their application. Send your CV and covering letter to:

Eric Desjardins
Manager, Human Resources
Canada Foundation for Innovation
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
hr@innovation.ca

We would like to thank all candidates who apply. Only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official languages principles and respects Ontario's Accessible Customer Service Policy. We attempt to accommodate individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please let us know in advance if you require an accommodation to participate in the hiring process.

The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

The Canada Foundation for Innovation respectfully acknowledges that its head office is located on the traditional, unceded territory of the Anishinaabe Algonquin People.

Visit Innovation.ca and our ["Careers" page](#) for more information about the CFI.