



ALGOMA UNIVERSITY JOB DESCRIPTION

JOB TITLE: Economic Development Intern (NOHFC Internship)
Staff Bargaining Unit

DEPARTMENT: Advancement

POSITION STATUS: Full-time (35 hours/week), OSSTF
One Year Limited Term

SUPERVISION RECEIVED: Director of Strategic Advancement

SUPERVISION EXERCISED: N/A

JOB SUMMARY:

A. Project Management	15 %
B. Development	25 %
C. Research	25%
D. Administration	35 %

RESPONSIBILITIES:

A. Project Management

- Support the Director of Strategic Advancement with the planning, execution, monitoring and evaluation of projects
- Document and support all aspects of the assigned projects
- Organize project timelines to ensure deadlines are met
- Record tasks assigned to others to ensure projects are moving forward
- Set up and organize meetings pertaining to special projects

B. Development

- Assist in the submission and development of assigned funding proposals
- Collaborate with Algoma University staff on a multitude of communications and Advancement projects
- Maintain impeccable records of all grant applications and supporting documents
- Assist with the management and maintenance of our database (RE7), inputting data, ensuring accuracy, updating as required, and generating queries and reports as requested.



ALGOMA UNIVERSITY JOB DESCRIPTION

C. Research

- Assist in the research and data collection of a wide variety of issues and topics
- Consult with all appropriate faculty, staff and stakeholders around securing the data and information required for all deliverables.
- Update and maintain the Advancement Department databases and files with all relevant documentation.

D. Administration

- Develop draft communications such as remarks, briefing notes, presentations, and correspondence to a multitude of internal and external stakeholders
- Support Advancement staff during special events
- Ensure the highest level of pro-activity and service for the Advancement Department
- All other duties assigned

WORKING CONDITIONS:

- Physical Effort Required
 - Frequent periods of sitting in one place and standing
- Physical Environment
 - Minimal exposure to disagreeable conditions/environment.
- Sensory Attention
 - Frequent interruptions, need to focus for report writing
- Mental Stress
 - Occasional requirement to work evenings/weekends as needed for special events, funding announcements, etc

MINIMUM QUALIFICATIONS:

- Undergraduate Degree/Diploma in Business Administration, Communications, Geography, Community Economic & Social Development
- A track record of meeting or exceeding targets
- Bilingual (English/French an asset)
- Excellent understanding of the University's Special Mission and its intersection with local First Nations, Métis and Inuit community partners



ALGOMA UNIVERSITY JOB DESCRIPTION

- Demonstrated ability to influence others, create alignment, generate commitment to goals and inspire others to action
- Experience in supporting complex projects
- High degree of political acuity and judgement; ability to deal with senior University Officers in a manner which facilitates cooperation and consensus building
- Strong research, writing, communication, presentation and interpersonal skills
- Ability to work independently with a high degree of initiative, discretion, and tact: ability to work under pressure
- Valid driver's license

NOHFC CANDIDATE ELIGIBILITY REQUIREMENTS

- University and college graduates who have graduated within the last three years from an accredited college or university. Candidates must be graduates of post-secondary degree or diploma programs.
- The position must provide the intern with first-time employment in their field of study
- Candidates are only eligible to participate in the internship program one time
- Candidates must be legally entitled to work in Canada

Please submit applications to the attention of Human Resources
(careers@algomau.ca) no later than **Thursday October 22, 2020 at 4:00 PM.**

This position is open to all qualified applicants, although preference will be given to Canadian citizens and permanent residents of Canada. The successful candidate, as a condition of employment, will be required to provide a Police Records Check.

Algoma University is committed to an inclusive, barrier-free recruitment and selection process and workplace. If you require any accommodations, please notify us and we will work with you to meet your needs.

We thank all candidates for their interest, however only those chosen for an interview will be contacted.

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



nohfc

An Agency of
the Government
of Ontario