

Program Coordinator

About Western

Since 1878, Western University has been committed to serving our communities through the pursuit of academic excellence and by providing students, faculty, and community members with life-long opportunities for intellectual, social, and cultural growth. We seek excellent students, faculty, and staff to join us in what has become known as the "Western Experience" - an opportunity to contribute to a better world through the development of new knowledge, new abilities, new connections, and new ways to make a difference.

About Us

Corrosion is the electrochemical/chemical degradation of materials. The focus of the corrosion training program that the Program Coordinator will support has an additional focus on improving corrosion education through internationalization, equity, and interdisciplinarity.

Responsibilities

The Program Coordinator provides support for the development and implementation of the corrosion training program. The role supports the day-to-day administrative, financial, organizational, and communication functions and provides support within the team, including 3 faculties at Western, 8 Canadian universities, several industrial and non-governmental organizations, and 19 international universities on 6 continents, ensuring that they have the necessary support, information, documentation and resources. The Program Coordinator will also assist in the organization of outreach and attraction events, including for elementary and secondary students, national or international student mobility, and interactions with new stakeholders and partners. The role provides administrative support to facilitate international university agreements and collaboration, develop documentation, compile reports to the funding agency, and to support the management and program committees. In addition, the Program Coordinator collaborates in the development of strategies and approaches for communications and marketing materials that enhance the presence of the program (including website and social media) and to effectively promote programming to participants, sponsors and the community.

Qualifications

Education:

- Undergraduate Degree in a relevant discipline within Science, Education, Business, or Administration
- Undergraduate Degree or completed courses in Chemistry, Materials Science, Materials Engineering or relevant discipline preferred

Experience:

- 3 years' experience providing administrative support and coordination in a higher education institution
- Experience participating in public education and outreach activities with elementary, high school, or university students
- Experience developing relationships and working with community partners and volunteers
- Experience with developing, implementing and interpreting academic policies and procedures preferred
- Experience developing relationships and working with industry partners, Indigenous communities, or international partners preferred

Knowledge, Skills & Abilities:

- Willingness to learn and conduct the management and maintenance of social media and website platforms relevant to student populations and communication and engagement strategies for internal and external audiences
- Excellent verbal and written communication skills and confidence dealing with all levels of an organization and external stakeholders
- Ability to write clear, concise and accurate procedural documentation

- Attention to detail with an ability to retrieve, analyze and synthesize sizable amounts of data, while ensuring that information is accurate and comprehensive
- A well-defined sense of diplomacy, including solid negotiation and conflict resolution skills
- Interpersonal skills to liaise with prospective and current students, staff, faculty and other members of the Western community
- Ability to organize, plan and manage events of various sizes; familiarity with the logistics required for large scale events an asset
- Project management skills, with the ability to meet tight deadlines and perform well under pressure
- Familiarity with financial budgeting and with Human Resources principles and practices
- Intermediate computer skills in Microsoft Office Suite and with content management systems (such as Cascade)
- Ability to multi-task and maintain an organized and effective personal work environment
- Knowledge and understanding of the importance of equity, diversity, inclusion, and decolonization in research programs, program governance, training and in the application of scientific research
- Capacity to develop a necessary understanding of stakeholders' and the program's research and collaborative needs, including knowledge on corrosion science and engineering, equity and environmental issues related to corrosion, industrial needs of corrosion education, and educational research
- Basic knowledge of research ethic

Application Process

Interested applicants are asked to visit <https://recruit.uwo.ca> for further information and to apply online referencing job #27009 by midnight on **July 14, 2022**.

Background Checks

Please note, successful applicants may be required to produce a Police Vulnerable Sector Check from a police service prior to commencing employment.

Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at hrhelp@uwo.ca or phone 519-661-2194.

Please Note:

Effective September 7, 2021, all employees and visitors to campus are required to comply with Western's COVID-19 Vaccination Policy.

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