

## RDC MANAGERIAL/SECRETARIAL SUPPORT

**Position Title:**

**Classification:**

**Position Number:**

**Department:** (Name) Research Data Centre

**Hours:** (Some RDCs may require a full time person, others part time.)

**Qualifications:**

- Excellent office and interpersonal skills.
- Understand that confidentiality and professionalism are essential components in this workplace.
- Up to date computer skills
- Undergraduate degree a strong asset.

**Experience:** (May depend upon the size of the RDC)

**Accountability:** (The individual reports to the Academic Director of the RDC)

**Duties:** (These will vary according to the wishes of the RDC Director. What follows is a list of possible tasks that could be assigned to this individual.)

### *1. Financial*

#### 1-1. Budgeting and Planning

- Creates annual operating budget cost centre plan with projected sources of revenue and expense
- Prepares budget forecasts and financial reports for both the operating budget and the capital budget as required
  - ✓ by the RDC Academic Director.
  - ✓ by the University finance office.
  - ✓ by RDC Partner agreements.
  - ✓ by the CRDCN.
    - for SSHRC, CIHR and CFI
- Monitors purchases made with capital equipment budget (CFI and University accounting requirements).
- Monitors various sources of revenue (Granting Councils, University Sources by name, Partner universities, other users).

#### 1-2. Maintain Financial Accounts

- Supervises the process of month end reports and reconciliations, including payroll distribution reports, operating account statements, principle

investigator grant statements, facilities and services detailed reports, telephone reports, credit card reports.

- Monitors expenses to ensure accounts are handled as per funding body and University policies.
- Performs payroll transactions and all purchase orders subject to approval of RDC Director.
- Liaises with appropriate university departments to ensure accountability of funding.

## *2. Office Management*

- Provides support to Academic Director in maintaining an amicable research and work environment for all users of the Centre.
- Liaises with RDC Director and RDC Analyst as required.
- Liaises with CRDCN as requested by Director.
- Assists as requested with space, security and other facility amenities.
- Day to day office and administration and reception related tasks (photocopying, faxing, ordering supplies, filing, answering phone and e-mails according to number of days worked).
- Keeps up to date CV's (In SSHRC and Common CV format) for all approved researchers working in RDCs.
- Provides library assistance to RDC projects approved researchers subject to guidelines from RDC Director.
- Assists with travel arrangements for RDC Director as requested.

## *3. Communication and Promotional Activities*

- Oversees promotional activities as assigned.
- Keeps track of all research projects, according to Mid-term review criteria of CRDCN.
- Coordinates with RDC Director, RDC Analyst and CRDCN Knowledge Transfer Office and Statistics Canada for communication and promotional activities.
- Arranges and attends meetings as requested by RDC Director.
- Organizes RDC management committee meetings, agenda and minutes.
- Maintains excellent communication with the National Coordinating Committee, Statistics Canada and on-site Analyst as required.
- Arranges workshops, seminars, visiting lecturers as requested.

## *4. Reporting*

- Responsible for preparing Annual Report to CRDCN, the University and Partners. This requires ongoing documentation of activities according the CRDCN Mid-term Review criteria.
- Edits and produces final copy under supervision of RDC Director.
- Prepares financial reports as indicated above.