

Job Description for Temporary, Casual or Interim Positions

Job Title	Project Support Assistant		
Interim Job Code	INT133	Pay Grid	Temporary
Student Work Program Job Code	WPS133	Pay Grade	Level 2

Job Summary

Provides administrative support to a project, conference or event, under directed guidance from the Principal Investigator and/or the Research Coordinator.

Accountabilities

1. Update records by entering data into spreadsheets or databases.
2. Conduct database, literature, library and web searches to locate documents and articles used for references on the project.
3. Compose email communications for a specific project, conference or event.
4. Copy, collate and assemble a variety of documents and packages.
5. Collect, maintain and organize hardcopy and/or electronic records/files.
6. Assist with other related duties to contribute to the overall operation of the conference or event.
7. Answer routine inquiries regarding specific to a project, conference or event.
8. Perform other clerical duties of a similar nature, specific to a project, conference or event.

Qualifications

Education: Currently enrolled in a relevant post-secondary program.

Experience: Not required.

Working Conditions

- Typical office environment.
- Work is completed under under general guidance and direction.

Exclusions

- Does not monitor budgets and reconcile accounts.
- Does not show procedures to others.
- Does not setup filing systems.