

JOB ADVERTISEMENT

ADMINISTRATIVE ASSISTANT, QUEEN'S CANCER RESEARCH INSTITUTE

Applications are invited for the part-time position (.6 FTE/3 days per week) of Administrative Assistant in the Department of Cancer Care and Epidemiology, a Division within the Cancer Research Institute at Queen's University. We are a multi-disciplinary group that conducts health services research in the field of cancer care. Our work includes the study of prognosis, treatment effectiveness and outcomes, patient decision-making, and health policy.

Responsibilities: The candidate will work independently but under the supervision of the Manager and will be responsible for providing administrative support to the Department.

Qualifications: The candidate will ideally have a three-year post-secondary program combined with a minimum of 3 years related experience in a research setting. Other requirements include excellent verbal and written communication skills and excellent computer skills, including MS-Office, strong organizational and time management skills. The individual must be self-motivated and able to work independently, as well as to work as part of a team. The candidate must also be able to communicate fluently in English, both verbal and written. Knowledge of Queen's University Admin, Human Resources and Finance applications are strong assets for this position.

Salary will be in accordance with Queen's University Grade 6 classification. For more information about the Department of Cancer Care and Epidemiology, please visit our website at <https://qcri.queensu.ca/cancer-care-epidemiology>.

Candidates should submit letters of application, including curriculum vitae and the names and contact information of three references by mail or email to:

Ms. Tina Dyer, Manager
Department of Cancer Care and Epidemiology,
Queen's University Cancer Research Institute,
10 Stuart Street, Level 2, Kingston, Ontario K7L 3N6
dyert@queensu.ca

Closing date for the acceptance of applications is August 4, 2022. The University thanks all who express an interest in this position and advises that only those selected for interviews will be contacted.

This advertisement is directed to Canadian citizens and permanent residents. Queen's University has an employment equity program, welcomes diversity in the workplace, and encourages applications from qualified candidates including women, Indigenous peoples, people with disabilities, and visible minorities.