

The Fields Institute for Research in Mathematical Sciences

Job title:	Manager of Scientific Programs
Salary:	\$60,000 to \$95,000 depending on experience
Starting date:	January 1, 2015
Training:	Up to 4 weeks
Reports to:	Director and Deputy Director

About the Employer: The Fields Institute is a leading international centre for research in mathematical sciences located on the campus of the University of Toronto. Its main purpose is to promote mathematics by providing an environment conducive to scientific collaboration, research, and dissemination, through thematic programs, workshops, conferences, seminars, graduate courses, and outreach activities.

Main Purpose of the Job: Manage the scientific programs and activities of the Institute and direct the necessary logistical and administrative support for their planning and implementation. Oversee the scientific support staff in an efficient, timely, and professional manner. Utilize supervisory and collaborative skills to ensure effective planning and running of research activities with stakeholders that include program organizers, university research faculty from local and international institutions, as well as mathematical scientists from the government and private sectors.

Major Areas of Responsibilities:

a) Management of all scientific programs and activities of the Institute:

- Manage the full life-cycle of scientific programs.
- Work with organizers and the Institute staff to provide logistics for scientific programs and activities.
- Ensure the efficient financial administration of grants and contracts in compliance with granting agencies policies and guidelines.
- Provide guidance and assistance to organizers of programs and activities, including help to develop budgets and monitor financial commitments to ensure that the budget and expenditures are reconciled.
- Communicate effectively with various university administration and services, professors, graduate students, and partner organizations.
- Administer various types of fellowships and special visitors programs.
- In consultation with other teams of the Institute, compile, review, and communicate materials outlining the procedures of the Institute regarding scientific activities.
- Ensure the standards and policies of the Institute are followed and that any discrepancies are brought to the attention of the Directorate.

b) Supervision of the Program Team (program coordinators, program assistants):

- Promote clear communication and a team atmosphere to ensure that the many aspects of

program development and implementation are being done effectively and without duplication.

- Oversee all communication that goes out of the Institute regarding invitations, funding and scientific content for publicity.
- Monitor and evaluate the performance of the staff on a regular basis.

c) Relationships with other teams of the Institute:

- Develop and maintain a productive relationship with the Directorate team to achieve efficient use of facilities and delivery of a high level environment for research and collaboration, as well as to ensure that the requirements of reporting and record keeping for granting agencies and major sponsor are met.
- Develop and maintain a productive relationship with the Finance team to ensure that expenses and reimbursements of the Institute's visiting members are processed in an accurate and timely fashion, and that the financial administration of grants and contracts occurs in compliance with granting agencies policies and guidelines.
- Develop and maintain a productive relationship with the IT team to ensure effective use of resources and equipment by visiting members and the Program team.

d) Information management of the Program Team

- Maintain accurate and complete data on visiting members and other participants in all Institute activities.
- Review and improve existing tools that are used in the implementation of the Institute's scientific programs.
- Understand the key information needed for managing and publicizing scientific programs (details needed for web pages, registration forms, calendars, resource booking, etc) and use technical systems (databases, content management systems, online calendars, etc) effectively to handle this information.
- Communicate the capabilities and limitations of these technical systems to both organizers and staff in the Program Team in a clear and helpful way to make optimal use of the resources available.
- Review the information needs of the Program Team periodically and work cooperatively with the IT team in proposing changes to better meet them in a technically feasible manner.

Objectives:

a) Support the leadership of the Institute through

- Understanding the complexities of the relationships with Institute's stakeholders;
- Keeping the Directorate informed of the development and implementation of major programs.

b) Effectively communicate utilizing a range of methods to

- Keep the management aware of the important developments or issues affecting the Institute and its programs;
- Share information with good judgment, giving and soliciting feedback;
- Express ideas, written and verbal, clearly and persuasively.

c) Manage the demands of the Program Team, other Institute staff, and external stakeholders by

- Exercising leadership in taking on and assigning tasks to the staff in the Program Team;
- Making recommendations for procedures and processes to streamline administration and avoid duplication;
- Developing and maintaining policies and deliverables for external stakeholders;
- Reconciling between ideal solutions and operational realities;
- Anticipating problematic situations to make efficient use of Institute resources.

d) Serve as a key contact person between the Institute and the organizers of scientific activities by

- Advising organizers on the schedule, structure, and budget for their activities
- Ensuring that activities are booked for periods that satisfy the organizers demands but are also compatible with the resources of the Institute, such as space and staff availability

Requirements:

Level of education: University degree required

Related work experience: 3 to 5 years experience in either event management, academic administration, or both

Computing skills:

- Demonstrated ability to learn and master new operating systems and software packages.
- Proficiency working in Microsoft Windows and the Microsoft Office suite including Word and Access.
- Understanding of the structure of web pages and familiarity with HTML editing tools such as DreamWeaver, and content-management or blogging systems such as WordPress or Drupal.
- Proficiency working with different databases (both stand-alone programs like Microsoft Access and web-based portals to database back ends) and some experience modifying database design.
- Understanding of different image and vector graphic formats and familiarity with image editing programs.
- Familiarity with the following is also a significant asset: Linux and Mac operating systems; several different office suites such as OpenOffice/LibreOffice and Google Docs; the TeX / LaTeX mathematical typesetting language.

Other requirements:

- Strong personal accountability
- Team player with a disciplined, mature, and professional approach
- Excellent writing skills for letters, proposals, reports, and other written communications
- Ability to manage competing priorities effectively
- Exceptional organizational and time management skills
- Strong financial administration skills and good understanding of accounting practices.
- Willingness and availability for occasional evening and weekend duties, as well as occasional travel off-site