**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Project Associate

**Job Number:** A-335

**NOC:** 1221

**Band:** 5

**Department:** Enrolment Services

**Supervisor Title:** Manager, Systems & Projects

**Last Reviewed:** June 2017

**Job Purpose**

Reporting to the Manager, Systems & Projects, the Project Associate plays a pivotal role in the projects undertaken by the Enrolment Services team. The Project Associate will participate in projects in all areas of Enrolment Services and be the key support for co-ordinating projects.

**Key Activities**

1. Work with the Manager, Systems & Projects to develop appropriate systems to track project activities and to identify projects that need mitigation actions.
2. Track all Enrolment Services projects and report on progress.
3. Administer the procurement process for Enrolment Services projects including researching products and costs, preparing purchase orders, ordering products and services, tracking spending and preparing budget reports as required.
4. Support project working groups including arranging meetings, maintaining a record of the proceedings of meetings, preparing meeting materials, tracking and following-up on action items.
5. Prepares process documentation related to Enrolment Services projects.
6. Assist the management team in the compilation of annual work plans and communication plans.
7. Collects metrics and assists in producing reports based on these metrics where appropriate.
8. Assists with the implementation of Enrolment Services projects potentially including but not limited to:
   1. entering, reconciling and verifying data in databases;
   2. developing training materials and assisting with the production of marketing materials;
   3. creating and updating shared electronic workspaces; and
   4. creating and updating AODA compliant websites and forms.
9. Performs other duties as assigned.

**Education**

Two year college diploma in a related field from an accredited community college; university degree preferred.

**Experience Required**

* Three years related experience is required
* Project management administration experience is required
* Strong computer skills including expertise in Microsoft Word, Excel and Project are required
* Experience in a post-secondary education is an asset
* Experience in writing and communication is an asset