Senior Administrator, IT & Projects Management
Innovate Calgary
CALGARY, ALBERTA

Innovate Calgary is the technology transfer office and business incubator for the University of Calgary. As part of the Office of the Vice-President (Research) portfolio, we work with UCalgary researchers, students and other members, to help bridge the gap between discovery and innovation.

We provide a unique environment for employees by combining a flexible work environment with great exposure to the breadth of the University of Calgary's growing innovation and entrepreneurial ecosystem. We are currently accepting applications for the following position:

Senior Administrator, IT & Projects Manager:

Reporting to the President and CEO, and working closely with a team of over twenty individuals, which includes Innovation Managers (IM) in engineering & physical sciences, life & medical sciences and social sciences, Senior IMs, Associate Directors and Directors, and various administration team members. The Senior Administrator, IT & Projects Manager will support and develop the business operations in software and IT management while providing management for IT-related projects. The candidate will introduce systems and best practices for the business while protecting the business from associated risks.

Key Accountabilities:

- Manage the CRM database and IT processes;
- Manage all internal technical meeting platform requirements;
- Manage subscriptions for databases and information resources;
- Work in collaboration to produce metrics and reports for both the internal teams and management as well as the board of directors;
- Create surveys for external clients;
- Collaborate with IP Manager on post-deal management of portfolio companies to include attending annual shareholder meetings and providing resources to companies to assist moving them through the startup development phases ;
- Point of contact for internal IT needs and act as the liaison with current IT provider.

Personal Characteristics:

- Strong interpersonal skills and drive to work collaboratively;
- Excellent oral, written, and analytical skills, exhibiting fluency in area of specialization;
- Proactive business relationship management skills with a commitment to the completion of projects;
- Entrepreneurial, possesses the ability to work in an evolving environment with multiple stakeholders;
- Comfort in the unfamiliar with a keen attitude and a willingness to explore areas outside of your area of expertise;

- Demonstrable ability to learn new skills quickly;
- The ability to work with and organize large volumes of data and manage concurrent projects;
- Great time management skills and attention to detail.

Skills/ Qualifications:

- Degree from an accredited college or university;
- Familiarity with CRM software;
- Knowledge in results-based accountability and metrics;
- Ability to create high-level reporting documents;
- Have experience with university innovation processes and systems.

Interested applicants are asked to forward their **resume and cover letter** to hr@innovatecalgary.com. Alternatively, resumes may be mailed to: HR, Innovate Calgary, 3553 31 Street NW, Calgary, AB, T2L 2K7.

We thank all applicants for their interest, however, only those persons for whom we need further information, or who are being considered for an interview will be contacted.

Application deadline: End of the business day, **January 21, 2019**.