



## **Office Assistant - Winter 2025**

### **Primary Function:**

The Administrative Assistant will work out of NORDIK Institute's office (at Algoma University - 1520 Queen Street East) providing support to a variety of projects and office needs. You will report directly to NORDIK's Director of Operations, Dr. Elaine Ho-Tassone, and Director of Research, Dr. Tamanna Rimi. Mentorship opportunities are available and will be discussed with the successful candidate.

### **Responsibilities:**

- Breakdown of the role:
  - Assisting the Director of Operations with administrative tasks (e.g., taking meeting notes, digitizing files, organizing files) - 10%
  - Assisting the Director of Research with research tracking, reporting, and related tasks - 30%
  - Assisting the Communications Manager with communications tasks (e.g., one task is to assist with archiving posters, news articles, etc.) - 30%
  - Contributing to NORDIK projects, duties assigned by project team members - 30%
- Contribute to keeping the office tidy and organized
- Other duties as assigned

### **Qualifications:**

- Must have strong written and verbal communication skills
- Must be familiar with word processing and presentation applications (e.g., Microsoft Office suite) and videoconferencing applications (e.g., Google Meet, Zoom, Teams, and/or WebEx)
- Must be able to work independently to contribute to a dynamic team environment
- Must be a self-motivator/self-starter with time management skills
- Must be comfortable switching between various types of tasks and/or multitasking
- Must have a strong sense of discretion and integrity to maintain the confidentiality of the people and information we work with
- Must align with NORDIK Institute's vision, mission, and objectives (<https://nordikinstitute.com/about>)
- Demonstrated research experience is an asset
- Experience working in an office environment is an asset and is strongly preferred

**Eligibility:** Must be a student at Algoma University's Sault Ste. Marie campus. International students will be given preference.

**Location:** Sault Ste. Marie (NORDIK Institute, 1520 Queen Street East, Sault Ste. Marie, ON P6A 2G4)

**Salary:** \$21/h

**Working hours:** 10-15 hours per week during office hours (8:30am-4:30pm)

**Work term:** Winter term 2025

**Deadline for applications:** January 5, 2025

**Interviews:** To be scheduled in January 2025

**To apply, please send a cover letter and resume to Dr. Elaine Ho-Tassone at:**  
[hire@nordikinstitute.com](mailto:hire@nordikinstitute.com) (please include "Office Assistant" in the subject line)

**For more information about the NORDIK Institute, visit our website:** [www.nordikinstitute.com](http://www.nordikinstitute.com)