

## JOB POSTING

### Research and Professional Development Assistant

In its interest to expand members' opportunities for research and professional development, CUPFA is seeking one of its members to fill the new position of Research and Professional Development Assistant.

This is a one-year, renewable mandate.

#### Job Description:

Reporting to the President, the selected candidate will, along with the incumbent research and professional development executive:

- cultivate and promote professional development opportunities for members in all faculties;
- assist in the evaluation of members' applications for professional development funds;
- support development of initiatives designed to enhance professional credentials and competencies;
- manage applications for small claims reimbursement;
- produce reports as needed;
- work closely with CUPFA executives in order to fulfil the mandate of the job.

#### Job Specifications:

The successful candidate:

- has a demonstrated understanding of basic financial reporting principles
- has a good working knowledge of the CUPFA collective agreement (particularly Article 17)
- is proficient in Word, Excel, Moodle
- can speak French fluently
- possesses strong interpersonal and written communication skills
- is a team-oriented self-starter

#### Remuneration:

Three (3) paid remission credits, distributed evenly over 12 months.

#### Application Process:

Interested candidates should forward an updated CV and cover letter to [info@cupfa.org](mailto:info@cupfa.org). The subject line MUST READ **Research and Professional Development Assistant**. Address cover letter to *Chair, Hiring Committee*. Only emailed applications are accepted.

Please submit your application by Wednesday, May 9, 12:00 noon. Interviews for short-listed candidates will take place during the week of May 14.