

JOB DESCRIPTION

Research Operations Assistant

The Milieux Institute for Art, Culture and Technology is looking for a student assistant to take charge of day-to-day paperwork and budgeting needs of the Institute. This is a great opportunity for the right candidate to gain hands on experience with support-level tasks associated with the Institute, including administration, basic accounting, as well as to gain knowledge of major research granting agencies and funding processes.

As part of our team, you would work directly with the Institute Head of Operations & Coordination on the following tasks and projects:

- Assist with preparation and submission of grant applications in collaboration with Reach Clusters and Institute staff
- Complete paperwork (expense reports, timesheets, journal vouchers, etc.) for Institute research and operating accounts
- Budget tracking and document follow-up
- Provide month end reporting as well as support with financial year-end reporting
- Receive payments and complete deposits for Research Clusters
- Produce clean, accurate work
- Participate in the planning of Institute-wide events and be involved with activating our interstitial spaces.

Qualifications/skills

- Bachelor' s degree
- Accounting and budgeting skills

- Basic quantitative skills
- Work well independently and as part of a team

Pay scale: TRAC – Research Assistant hourly rate

Contracts will run semester by semester.

Milieux is an ambitious institute for research-creation working at the intersection of design, art, culture and technology. It is a platform for progressive imagining, critical thinking, creative experimenting and interdisciplinary training. Above all, it is a site of innovation, where thinking and making come together to transform our encounter with technology. The students working at Milieux gain hands on working experience within an evolving research environment where they are exposed to a fruitful network of researchers, artists, scholars, and industry collaborators.