



Type of Position	Support Full Time	Job ID	2522
Department	CAWT	Full/Part Time	Full-time
Campus	Frost	Regular/Temporary	Temporary
Location	Lindsay, ON	Hours per Week	35
Date Posted	May 21, 2022	Pay Band	I
Date Closed	June 5, 2022	Salary Range	\$35.83 to \$41.52

What Are We About:

Fleming is located in the heart of the Kawartha Lakes Region in Central Ontario... a beautiful place to live and work, surrounded by natural beauty and a mere 90 minutes north-east of Toronto. The College's 6,800 full-time and 10,000 part-time students, including hundreds of international students from countries around the world, attend at campus locations in Peterborough, Lindsay, Haliburton and Cobourg. Fleming offers more than 100 full-time programs in Environmental and Natural Resource Sciences, Fine Arts, General Arts and Science, Technology, Skilled Trades, Community Development, Health, Business, and Justice as well as other Continuing Education courses.

We are also extremely proud of our more than 73,000 Fleming alumni who are contributing to their communities in the region, across the province and around the world.

What This Position is About:

Please note that this is a temporary "Initiatives & Opportunities" position until November 30, 2023.

Under the direction of the Manager, CAWT, this position will proactively lead projects, implement experimental designs, and participate in project operations and laboratory analysis as needed. The incumbent will assist with the planning, development, implementation, and administration for applied research projects funded through the Applied Research Technology Development (ARTP) funding program. The incumbent will support the Manager, CAWT by coordinating all associated project work and deadlines along with ensuring tasks are completed to meet the requirements of industry partners and to meet the project timelines.

This role encompasses a wide spectrum of responsibilities and activities including planning and logistical support, maintaining effective relationships with external and internal clients, project meeting facilitation, data collection, preparing presentations, project summaries (written and verbal) and tracking project budgets. The incumbent will be responsible for identifying risks, barriers and challenges that could impact project activities or outcomes, proposing solutions and/or alternatives, and reporting them in a timely manner to the Manager, CAWT.

Please Note: This position has been designated as on-campus and is expected on-site 100% of the time.

For More Information:

For a complete job description, please refer to the document found here: [Job Description](#)

Explore what Fleming College has to offer and the beautiful communities we are surrounded by. Check out [Life@Fleming](#).

What We Are Looking For:

- 3 year degree or diploma in Environmental Sciences, Biology, Chemistry or related discipline
- Project Management certification is an asset
- A minimum of 3 years of related experience including the following:
 - Project management
 - Technical writing and editing including reports, project plans and proposals
 - Budget monitoring
 - Strong interpersonal and team skills with a demonstrated understanding of and commitment to health and safety.
 - Relationship management skills – developing and maintaining productive relationships with internal and external clients
 - Able to work independently in a fast-paced, high demand environment with constantly changing priorities.
 - Ability to occasionally travel and work in physically demanding conditions and/or unpleasant environmental conditions.
 - Proficiency with various computer software programs

- Working knowledge of analytical and environmental laboratory methods and instrumentation

Please Note – Support

Internal candidates will receive first consideration in accordance with our Full Time Support Staff Collective Agreement. Only candidates selected for an interview will be contacted. Thank you for your interest in joining the Fleming College family.

How To Apply

Internal Candidates can apply by going here: My Self Service > Recruiting > Careers or My Campus > Career Opportunities
External candidate can apply by visiting our website: <http://www.FlemingCollege.ca/Careers>.

Equity, Diversity & Inclusion

Fleming College is committed to building diverse, equitable, inclusive, and accessible learning and working environments. We welcome those who would contribute to the further diversification of our Staff, our Faculty and our Administration including, but not limited to, women, racialized persons, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity to apply.

We believe in and promote the rights of all persons with disabilities and commit to ensuring accommodations available throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform our Human Resources staff of the nature of any accommodation(s) that you may require to ensure your equal participation. To obtain a copy of this document in another format please e-mail HR@flemingcollege.ca.