Excellent Work-Study Opportunity!

Database Officer, Awards & Honours
Office of the Vice President, Research & Innovation

Job Type: Information Technology (IT) Support, Web Designer/Developer
Job No: 102836
App. Deadline: Rolling deadline until position filled or September 22, 2017 at the latest
Start Date: as early as Sept 7, 2017
End Date: Feb 23 2018
Hours Per Week: 9-12

Job Description:

Under the supervision of the Manager, University Awards & Honours, the **Database Officer, Awards & Honours** will design, develop and test a searchable online database of national and international faculty awards & honours (A&H) in research and innovation. The Database Officer will also update database records and listings and conduct research about award opportunities.

This position is an excellent opportunity to learn about the design and implementation of databases, integration of databases with web platforms, research methods, faculty research and innovation, and project management. It provides opportunities for creativity and presentation development, and experience working with senior faculty and staff.

The ideal candidate will have strong organizational and project management skills, proficiency with information research and data mining techniques, and **strong computer skills for platforms such as MySQL, PHP, and Linux as well as WordPress, MS Access, Excel and Office**. Familiarity with the breadth of UofT research and innovation would be an asset.

Competencies: Communication
                  Design thinking
                  Investigation and synthesis
                  Organization & records management
                  Project management
                  Technological aptitude

Occurs during the
following days/hours: Monday – Friday 9 a.m.- 5 p.m.

Application Materials required: Cover Letter & Resume

Application Method: Through the UofT Career Learning Network – Ref. Job No. 102836