



Classification:	MoveUP
Original Date:	September 11, 2024
Revision Date:	n/a
Pay Group:	18

JOB DESCRIPTION – PROJECT ASSISTANT

NATURE AND SCOPE OF WORK

Reporting to the Senior Project Manager (PM), Enterprise Resource Planning (ERP) project, the Project Assistant helps to ensure the project runs smoothly while supporting effective team collaboration for the successful delivery of the project.

This position works closely with the ERP project team, assisting in the planning, implementation, monitoring and reporting of project deliverables.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Ensure compliance with the project governance plan and project processes.
- Collaborate with the PM to manage and track contract deliverables.
- Support the PM in reporting project status, e.g., scope, schedule, metrics, ...etc.
- Collaborate with the PM to enhance project efficiency and overall success.
- Lead sprint planning and daily stand-up meetings.
- Maintain backlogs, create and assign activities to team members, and provide relevant tracking metrics to the PM.
- Maintain project SharePoint site and project documentation.
- Collaborate with the PM to organize and facilitate retrospectives/lessons learned.
- Plan and facilitate stakeholder engagements, project meetings, project communications, etc.
- Prepare meeting agendas and minutes.
- Prepare presentations, including gathering and summarizing contributing information.
- Compile information to maintain project logs and escalates variances to the PM.
- Provide orientation on project processes to project team members as assigned by the PM.
- Provide support to the project team when the PM is unavailable.
- Maintain key project document sets assigned by the PM.
- Assist with the maintenance and evolution of the project website by providing relevant status updates.
- Support project celebrations in partnership with the Change Management team.
- Performs duties related to the qualifications and requirements of the job.



REQUIRED TRAINING AND EXPERIENCE

- Successful completion of a Bachelor of Arts degree in communications and/or other relevant discipline, with additional training in project management.
- Certified Scrum Master or PMI-CAPM certifications are considered an asset.
- Minimum two years of experience in a technical project environment, coordinating and reporting on project work plans and deliverables.
- An equivalent combination of education and experience may be considered.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Experience with coordinating and supporting large-scale projects in a hybrid environment.
- Excellent communication, both orally and in writing, including presenting information of a complex and technical nature to parties who may have little or no background of the project.
- Excellent interpersonal skills, with ability to foster productive working relationships with stakeholders throughout the University
- Strong organizational, scheduling and coordination skills including multi-tasking and time management.
- Demonstrated ability with attention to detail and accuracy.
- Proficiency with MS Office 365 applications such as Word, Excel, PowerPoint, Teams and Outlook
- Knowledge of productivity tools such as SharePoint, Confluence, Jira...etc.
- Ability to prepare and facilitate project meetings.
- Ability to exercise discretion, judgment and confidentiality.