

Number of positions: 6
Period: September 2017 – April 2018
Position Title: Lab Assistant
Job reports to: Manager, Financial Research and Learning Lab
Start Date: September 11, 2017

Job Summary

The Financial Research and Learning Lab assistant will provide information, help and training services to students and clients for all available lab resources and databases as well as oversee the lab during the absence of the Lab Manager. The role will also include assisting in planning of seminars, competitions and workshops along with work on day-to-day maintenance and room reservation management. The assistants will also help the manager with miscellaneous projects throughout the semester as needed.

Job Description:

1. Offer support to lab users for all available software and databases (initial training will be provided if needed).
2. Help deliver training sessions to students as well as promote the lab and its resources (Both one-on-one and group training).
3. Help control access to the lab and the computer terminals as well as supervise the space in the absence of the Lab Manager in order to ensure lab operation efficiency.
4. Collection and analysis of lab metrics.
5. Assist the Lab Manager in organization of extra-curricular events, workshops, and competitions.
6. Help with day-to-day lab tasks and maintenance of resources and websites
7. Help control and management of room reservations.
8. Work with Finance Lab subject guides.
9. Develop user tools (e.g. create and update subject guides and/or database user guides).
10. Provide feedback on new and existing software and databases as well as find opportunities for curriculum integration with the lab.

Qualifications

1. Display initiative, professionalism, communication and organizational skills.
2. Experience in information searching and working with financial databases (e.g. Bloomberg, FACTSET, Datastream) a strong asset.
3. Ability to learn and develop expertise in all lab resources independently (initial training will be provided).
4. Display knowledge or have interest in finance, capital markets, financial databases and financial software (e.g. Bloomberg, FACTSET, RIT, Thinkorswim).
5. Display interest in, and have experience working with, the public and providing training.
6. Bilingualism (French and English) a strong asset.

Salary

\$13.30/hour

Schedule

September 2017 - April 2018

Approximately 8-12 hours / week

Weekdays, Weeknights and Weekends

To apply:

Please apply by sending your resume, cover letter, and fall timetable/availability to Kevin McLachlan (mclachlan@telfer.uottawa.ca) by **August 31, 2017 @ 5:00PM**. Only candidates selected for further consideration will be contacted. Late submissions will not be accepted.