Faculty/Portfolio:Faculty of Arts

Unit: Department of Economics

Position Title: Executive Director

Position Type/Job Family: Trust Administrator

Incumbent Name (if applicable):Click here to enter text.

Date of Completion:Click here to enter a date.

**SIGNATURES:** The signatures below indicate that all parties have read and understand the information in this Position Description.

**INCUMBENT (if applicable)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name Signature Date*

**PRINCIPAL INVESTIGATOR/SUPERVISOR**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name Signature Date*

**CHAIR/DEAN/VICE-PRESIDENT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name Signature Date*

**POSITION SUMMARY:** Give a brief summary of the position covering the main responsibilities, the framework within which the position has to operate, and the main contribution to the organization.

The person holding this position is responsible for overseeing the Administrative, Research and

Development activities within the Centre, and in particular for ensuring that the database

development and analysis goals are met in accordance with the Annual Business Plan of the Centre and negotiated contribution agreements with sponsors;

Administer the daily operations of the Centre, including financial management;

Provide supplementary research and analysis;

Provide leadership and management for the CBEEDAC database repository and the development of the databases through acquisitions and user agreements;

Facilitate the addition of new financial sponsorships and cooperative agreements for the Centre;

Manage project timelines and ensure that prompt and superior service is delivered to sponsors and interested parties;

Appropriately manage graduate student resources that are provided to the Centre;

Ensure that appropriate support is provided to the Centre's Research Associates;

Evaluate and develop improved techniques for the strategic direction and expansion of the Centre's activities;

Organize and oversee timely production of the Centre's tri-annual newsletter;

Maintain and oversee development of the CBEEDAC website;

Assist with conference and workshop planning;

Act as liaison with external parties on matters relating to the procurement of services and materials for research and development activities;

Speak and act on behalf of the Director and/or Associate Director in their absence.

**KNOWLEDGE, SKILLS AND ABILITIES:** Provide a list of the most important knowledge, skills and abilities including knowledge about practical procedures, specialized techniques, analytical and conceptual skills, and abilities and skills needed for interaction with others. Specify the level (or type) of post-secondary education that is required.

University degree (post graduate degree preferred), preferably in economics, business, engineering or a related area. Additional training in management and problem-solving techniques would be an asset

Five or more years combined experience in managing technical personnel, students and complex activities. These experiences should be gained in areas of organization, research and development, and teaching

Five or more years of broad and well-rounded technical experience, predominantly in a research

environment

Knowledge and experience dealing with various levels of government and private sector companies

Familiarity with a wide variety of computer software including *Office* 2000 (Word Excel Access), and Adobe Pagemaker, as well as applications such as Dream Weaver, Fireworks and Corel Draw;

Basic knowledge of database management and information systems

Strong interpersonal, communication, organizational and computing skills

Flexible, professional and willing to take initiative

**ORGANIZATION CHART:** An organization chart must be included, indicating supervisor, peers and other positions in the area/unit.