

**Project Coordinator – Case Study Repository (BUS 201900100)**

**Lawrence Kinlin School of Business**

**Faculty of Business, Information Technology and Part-time Studies Operations**

**Location:** London

**Employment Group**: Support

**Type of Position:** Initiatives/Opportunities

**Closing Date:**  June 21, 2019

**Note:** This is an Initiatives/Opportunities full-time position ending June 10, 2020 with the possibility of an extension up to a maximum of 24 months.

**Duties:** Under the general supervision of the Associate Dean, the Project Coordinator - Case Study Repository will focus on the continued development of the Repository through community liaison activities including case client development within the London and surrounding area. The incumbent provides support for faculty involved in the case writing process; initial editing, and coordination of research involving the case project.

This position works collaboratively with the Associate Dean, Lawrence Kinlin School of Business Faculty and other internal/external stakeholders to gain business insights.

**Qualifications:**

* Post-secondary 4 year degree in the field of Business Administration, Communication, English, or a relevant field
* Master’s degree is preferred
* Minimum of 5 years’ experience with business development activities including direct marketing and sales
* Advanced Project Management skills
* PMP certification is preferred
* Experience with writing in an academic setting
* Demonstrated computer skills related to Microsoft Office Suite
* Superior written and oral communication skills, including editing the work of others
* Strong attention to detail and ability to work independently
* Excellent interpersonal, organization, research, and analytical skills required
* Diplomatic skills and comfort in interacting with a range of audiences

**While transcripts are not required for the interview, they are mandatory prior to any offer of employment.**

**How to Apply:**

For more information and how to apply, please visit the Fanshawe College website at: [**https://jobs.fanshawec.ca/applicants/jsp/shared/Welcome\_css.jsp**](https://jobs.fanshawec.ca/applicants/jsp/shared/Welcome_css.jsp)

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

**Fanshawe College is an equal opportunity employer.  We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.**

**Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.**