**Title of Position:**  Project Assistant

**Division/Department:** Centre for Sustainable Municipalities (CSM)

**Job Duties**

* Assist CSM staff to monitor, conduct, or assess various applied research activities related to municipal infrastructure asset management.
* Compile and format reports, graphs, tables, records and other sources of information.
* Assemble and categorize facts and figures for written computation and calculations.
* Participate in basic lab or field testing to verify technology suitability.
* Attend and participate in CSM meetings.

**Qualifications**

* Background area of study in environmental studies, engineering, or geomatics.
* Skilled in using MS Office Suite tools, including Powerpoint, Word, Excel and Access.
* Skilled at compiling and maintaining statistical information, including data entry and extraction.
* Well developed written and oral communication.
* Able to work independently with good interpersonal skills.
* Familiarity with wi-fi technology.
* Familiarity with climate change adaptation or sustainability issues.

**Additional Information (i.e. special equipment or travel)**

* Must provide own steel toed shoes/boots, as needed.