BRIDGE
RESEARCH CONSORTIUM

part of Canada's Immuno-Engineering and Biomanufacturing Hub

ADMINISTRATIVE ASSISTANT

Reports to	Reports to Kristina Miljic, Project and Operations Manager
Hours	Temporary full-time (35 hours/week), to February 2028
Salary range	$52,000–$62,000 per year (commensurate with experience) plus benefits
Location	Simon Fraser University, Burnaby campus (hybrid, with an expectation of being in the office 3 days per week)

ADMINISTRATIVE ASSISTANT, PROJECT SUPPORT

The Administrative Assistant, Project Support provides direct administrative and logistical support to the Project and Operations Manager and the Project and Administrative Coordinator to ensure the efficient day-to-day operations of the portfolio at the Bridge Research Consortium (BRC). Reporting directly to the Project and Operations Manager, this role supports scheduling, documentation, coordination, and communication across multiple projects and groups. The Administrative Assistant, Project Support helps maintain organized workflows and ensures timely execution of administrative tasks, allowing senior staff to focus on strategy and oversight.

ABOUT THE BRIDGE RESEARCH CONSORTIUM

The BRC is one of four projects funded by the Government of Canada, as part of Canada's Immuno-Engineering and Biomanufacturing Hub (CIEBH) at UBC. It is also one of 19 projects funded in 2024, under Canada's Biomanufacturing and Life Sciences Strategy, "to rebuild a strong and resilient domestic biomanufacturing and life sciences sector" ahead of a future pandemic event.

While Canada is poised to achieve exciting and important scientific breakthroughs, the COVID-19 pandemic showed that support for the optimal uptake of new vaccines and therapies is also needed. The decline of vaccine uptake within some populations over the past decade risks the return of vaccine preventable diseases and undermines the capacity for Canada to respond effectively to a future pandemic. In this context, the BRC has been funded as a unique collaboration of leading social sciences and humanities scholars across Canada. The Consortium brings together expertise in anthropology, bioethics, communications, history, international relations, law, political science, public administration, sociology and other disciplines, with public health, clinical medicine, and nursing.

Led by Professor Kelley Lee (Simon Fraser University) and Professor Ève Dubé (Laval University), the project brings together wide-ranging expertise and perspectives to better understand and support public trust and equitable access to new vaccines and immune-based innovations that strengthen Canada's readiness for future health emergencies.

ADMINISTRATIVE ASSISTANT

KEY RESPONSIBILITIES

- Provide administrative and scheduling support to the Project and Operations Manager and the Project and Administrative Coordinator, including booking meetings, maintaining calendars, and arranging logistics for virtual and in-person events.
- Draft, proofread, and format correspondence, reports, and presentation materials for review by the Project and Operations Manager.
- Record meeting minutes, track action items, and follow up with team members to ensure timely completion. Materials to be reviewed by the Project and Operations Manager and the Project and Administrative Coordinator.
- Maintain organized electronic filing systems and ensure version control of project and portfolio documentation.
- Prepare documents, templates, forms, and trackers to support portfolio operations and reporting.
- Support travel coordination, reimbursement submissions, honorariums, and expense claim preparation for review and approval by the Project and Operations Manager and Project and Administrative Coordinator.
- Assist with onboarding materials, internal communications, and team process documentation with guidance from the Project and Operations Manager.
- Provide general administrative and clerical support to the broader administrative and operations team as directed by the Project and Operations Manager.

QUALIFICATIONS

- Diploma or certificate in office administration, business, or a related field.
- Minimum 1–2 years of administrative or clerical experience, preferably in a university, research, or non-profit environment.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities.
- Proficiency in Microsoft 365 and/or Google Workspace applications.
- Excellent written and verbal communication skills.
- Professional, adaptable, and collaborative approach with a strong sense of accountability.

RELATIONSHIPS

- Direct reporting to: Project and Operations Manager
- Works closely with: Project Management, Administration and Operations Team; Project and Administrative Coordinator and other BRTC Secretariat team members; Scientific Co-Directors
- Accountable to: Project and Operations Manager and BRC Scientific Co-Directors (Professors Kelley Lee and Ève Dubé)
- Financial accountability: Project and Operations Manager and BRC Scientific Co-Directors

HOW TO APPLY

Please submit your CV and cover letter by email to bridgerc@sfu.ca. The application deadline is 11:59 pm PST on **November 1, 2025**. *Note: Applications without cover letters will not be reviewed.*

EMPLOYMENT EQUITY

Simon Fraser University is committed to employment equity and encourages applications from all qualified persons, including visible minorities, Indigenous people, persons with disabilities, and LGTBQ-identified persons. Located on unceded Coast Salish Territory — the traditional territories of the səlilwətaɬ (Tsleil-Waututh), kʷikʷəƛ̓əm (Kwikwetlem), Sḵwx̱wú7mesh Úxwumixw (Squamish) and xʷməθkʷəy̓əm (Musqueam) Nations, SFU is actively building an increasingly diverse and inclusive community.