

Yukon University
Statement of Qualifications
Strategic Projects Officer

Department: Innovation & Entrepreneurship Centre, Continuing Studies

Location: Whitehorse, Yukon

Date: March 2021

Essential Qualifications (assessed in screening process)

Education and Training Relevant university education combined with business experience gained in an innovation and/or entrepreneurial environment;

Demonstrated Abilities

1. Strong relationship building skills and an entrepreneurial approach that leverages further opportunities;
2. Strong research and writing experience;
3. Exceptional organizational and project management skills;
4. Strong analytical reasoning and decision-making skills (financial, planning, operational);

Equivalency: None

Rated Qualifications (factors assessed through interview, etc.)

Knowledge:

1. Current knowledge of trends and experience working within local/national/international innovation ecosystems;
2. Knowledge of communications strategies, marketing, media relations, and coordination of public events;
3. Advanced program development skills that include course and program development;

Abilities:

1. Ability to coordinate and administer multiple projects in the entrepreneurial and innovation space;
2. Ability to manager multiple projects at once
3. Ability to supervise and support temporary staff;
4. Ability to react quickly and effectively to critical deadlines, interruptions and directions from multiple sources;

Personal Suitability:

1. Demonstrated drive to solve problems collaboratively;
 2. Excellent research, excellent, and communication skills, both written and oral and excellent relationship building skills;
 3. Work in an interdisciplinary and cross-cultural environment.
 4. Ability to work creatively and independently with little direction
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