

## **Call for applications – Project Manager position**

**Project title:** The Economic Beneath the Economy: Rethinking Value Through Invisible Labours

**Deadline: August 27, 2025**

**Start date: September 10, 2025**

This part-time position (4 hours per week) offered by Dr. Paulo Ravecca is for six months, with the potential for extension.

### **Job Responsibilities:**

The project manager will work closely with Dr. Paulo Ravecca (Department of Political Science and Global Development Studies, Saint Mary's University). They will manage budgets, provide insights for decision-making, reconcile and monitor expenses, fill out financial forms, book accommodations, purchase goods and services, and make inquiries with the different units of the university, as needed. The job will require 4 hours of work weekly, and it will allow the successful candidate to be part of dynamic research teams on impactful and interesting projects. This first collaboration might lead to future opportunities.

### **Qualifications:**

- Being interested in social science research.
- Bachelor's or Master's degree in Business Administration, Commerce, Industrial Engineering, or related programs, or equivalent experience. Advanced undergraduate students might be considered.
- Previous experience with budget management, expense reconciliation, and purchase of goods and services.
- Experience working in a university environment is considered an asset.
- Strong verbal and written communication skills.
- Ability to work creatively, independently and collaboratively in a team environment.
- Ability to organize, synthesize and process information.
- Proficiency in Excel, PowerPoint, Word, and other office software.

### **Application Process:**



Please submit the following documents by the deadline:

- Cover Letter
- Curriculum Vitae
- Contact information for two professional references.

Applications should be sent to [paulo.ravecca@smu.ca](mailto:paulo.ravecca@smu.ca) and [laura.becerril@smu.ca](mailto:laura.becerril@smu.ca). Saint Mary's University is committed to equity, diversity and inclusion. We encourage applications from individuals of all backgrounds, especially those from marginalized communities.