



# C.U.F.F.S.

Universités canadiennes pour la science judiciaire  
Canadian Universities for Forensic Science

# RECRUITMENT

## Administrative Assistant

We are looking for someone dynamic and well-organized to join our team!

The person must be a student from a Canadian university for the upcoming year (preferably for the next two years). The person must have a good knowledge of the Office Suite, at least a basic knowledge of French as a second language, know how to work as part of a team, be motivated, and above all, have lots of good ideas!

Main tasks:

- Search for sponsors
- Administrative tasks
- Email management
- Help with event organization

The workload is variable from one week to the next, depending if we are preparing an event.

As we are an NPO still in its infancy, our team is constituted solely of volunteers. However, it is a wonderful opportunity to enhance your CV and get involved in the scientific community!

If you are interested in this position, please send us a cover letter, along with a short CV, by September 15<sup>th</sup>, 2021, to the email address [infocuffs@gmail.com](mailto:infocuffs@gmail.com).

We look forward to meeting you!

## FOR MORE INFORMATION

 [www.cuffs-ucpsj.ca](http://www.cuffs-ucpsj.ca)

 [infocuffs@gmail.com](mailto:infocuffs@gmail.com)

 [facebook.com/cuffs.ucpsj](https://facebook.com/cuffs.ucpsj)

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