

Executive Assistant  
University of Regina

Direct Link: <https://www.AcademicKeys.com/r?job=261800>

Downloaded On: Aug. 29, 2025 6:28am

Posted Aug. 28, 2025, set to expire Sep. 22, 2025

**Job Title** Executive Assistant

**Department** Science Dean

<https://www.uregina.ca/academics/programs/science/biology.html>

**Institution** University of Regina

Regina, Saskatchewan

**Date Posted** Aug. 28, 2025

**Application Deadline** Sep. 22, 2025

**Position Start Date** Jan. 1, 2026

**Job Categories** Research Scientist/Associate

**Academic Field(s)** Biology - General

Environmental Sciences/Ecology/Forestry

Earth Sciences

Chemistry - General

**Job Website** <http://iecs-uregina.ca>

**Apply Online Here** <https://urcareers.uregina.ca/postings/19978>

**Apply By Email**

**Job Description**

The University of Regina is seeking to fill a Research Scientist position in Environmental Analyses/Environmental Chemistry. This individual will join the Institute of Environmental Change and Society (IECS, <http://iecs-uregina.ca>), and work with a team of Canada Research Chairs, environmental researchers, and molecular scientists to study environmental issues related to grassland environments, terrestrial and aquatic ecosystems, and their protection. This position is primarily

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research based; the successful candidate will be expected to conduct an independent research program, and facilitate the research of others through collaboration, advice with analytical questions, and expert service. The Research Scientist is also expected to leverage, manage, maintain, and upgrade instrumentation within the Environmental Analysis Facility, including Isotope Ratio Mass Spectrometry, Gas Chromatography, High Performance Liquid Chromatography, Cavity Ring Down Spectroscopy, water chemistry, and other units.

The Institute of Environmental Change and Society is a \$15M, 6500-sq-ft research centre at the University of Regina that provides world-class infrastructure and expertise to a collaborative community of faculty, students and staff from regional, national, and international agencies. IECS contains key equipment required to conduct cutting-edge environmental research including comprehensive field equipment and superb analytical capabilities (e.g., GC, IRMS, HPLC, LC-MS-MS, confocal laser scanning microscopy, atomic force microscopy, MiSeq).

### Eligibility:

Applicants should hold a PhD in biological, chemical, earth, or environmental sciences supplemented by research experience. Candidates should be creative, work independently, and have the ability to plan, analyze, and organize multiple projects. The ability to coordinate the work of others, and communicate and collaborate effectively with diverse experts and students is essential.

### How to Apply:

Review of applications will begin Sept 22, 2025.

Interested candidates should submit a curriculum vitae, cover letter, statement of research interests, and a statement of plans for advancing equity, diversity and inclusion, as well as names of three (3) references. Applications and detailed information for the position can be found at the University of Regina HR site: (<https://urcareers.uregina.ca/postings/19978>). Questions about the position can be directed to [kerri.finlay@uregina.ca](mailto:kerri.finlay@uregina.ca).

### **EEO/AA Policy**

The University's motto, As One Who Serves, speaks to the deep sense of connection and responsibility the institution has towards the local and global communities it both educates and employs. As an employer, the University is committed to fostering a workplace that is strengthened by

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being diverse and inclusive, seeking to both recruit and retain a workforce that is representative of the community in which it is situated. The University relies upon provincial and federal employment equity guidelines as a foundation, and current and evolving social understanding of barriers to employment as a path forward. The University, in its employment practices and programs, strives to develop a diverse workforce in all jobs and at all levels of employment.

The University of Regina and its three federated colleges, the First Nations University of Canada, Champion College and Luther College are situated on Treaty 4 lands with a presence in Treaty 6. These are the territories of the nêhiyawak, Anihşin?p?k, Dakota, Lakota, and Nakoda, and the homeland of the Métis/Michif Nation. By treaty, these lands are the shared home of diverse peoples from near and far.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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