

## Job Description

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<b>Job Title:</b>	ITC Research Administrator – 00006288
<b>Department:</b>	Psychology - ITC
<b>Reports To:</b>	ITC Administrative Manager
<b>Jobs Reporting:</b>	Research Assistant Co-ops
<b>Salary Grade:</b>	USG 6
<b>Effective Date:</b>	June 2019

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### **Primary Purpose**

To manage and assist with research administration, knowledge translation, social media, and project support functions within the ITC lab.

### **Key Accountabilities**

#### **Administrative Support**

In collaboration with the ITC Administrative Manager, provide the following support:

- Assist in preparation of grant applications and progress reports for funders including management and maintenance of Principal Investigator and ITC team documentation on publications and biosketches
- Participate in the creation, maintenance, and provision of job-specific training for new research assistants and co-op students
- Create and maintain Senior Research Assistant, Research Assistant, and Research Associate job task manuals
- Support documentation for ethics tracking for all ITC Project countries

#### **Dissemination, Website, Publications, and Database Management:**

- Prepare and distribute monthly ITC newsletter, act as newsletter administrator/moderator
- Update external website content including the ITC blog, reports, surveys, country pages, staff photos and bios, and news & highlights sections
- Tag final English national reports for translation, maintain and update final versions of figures on the network
- Update and maintain media tracking database and ITC dissemination reports (citation/stories about ITC Project findings)
- Maintain tobacco control policy database and timelines
- Determine functionality for ITC Administration Database including collaboration with ITC Programmer to increase capacity and expand functionality for creating efficient and cumulative information tracking for ITC publications, projects, ethics, and policy changes
- Update and maintain the publication list in Refworks
- Maintain paper tracking database by documenting updates and posting updates and pdfs to the ITC internal and external websites monthly
- Maintain presentation tracking database, track abstract submissions for upcoming conferences, upload presentation and poster pdfs to internal and external websites monthly
- Assist Research Associates to prepare ethics applications, maintain the ethics tracking database

#### **Survey Development:**

- Maintain and update the master spreadsheets project timelines and milestones

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<ul style="list-style-type: none"><li>Facilitate, develop, and revise ITC Surveys in coordination with Research Associates – Country Project Management, Research Scientist – Country Project Management, and with Principal Investigators and Co-Investigators at Waterloo and in other countries</li></ul>
<b>Literature Reviews, Strategic Planning Support:</b> <ul style="list-style-type: none"><li>Provide background and conduct literature reviews of tobacco control research and policies</li><li>Provide support for papers, reports, presentations, and other materials being prepared by Principal Investigator, including data extraction, tracking down and printing requested scientific articles, and similar tasks</li></ul>
<b>Social Media Support:</b> <ul style="list-style-type: none"><li>Execute all social media activities including maintenance of ITC Twitter, Facebook, YouTube and Blog webpages and external global communications</li><li>Develop the social media strategy, coordinating with ITC Knowledge Translation Manager and Dr. Fong</li><li>Act as advocate of the ITC Project in social media spaces, engage in online dialogues and respond to questions/comments where appropriate</li><li>Maintain and update a spreadsheet tracking views, retweets, shares, likes &amp; follows</li></ul>
<b>Communication:</b> <ul style="list-style-type: none"><li>Co-ordinate with partners via social media, communicate with social media managers for upcoming reports, press releases, conferences, and published papers</li><li>Conduct email correspondence with ITC collaborators to follow up on paper submissions, collect final presentation pdfs, complete PMCID submissions, etc.</li><li>Communicate with grant funders regarding reporting requirements, attend online webinars &amp; tutorials</li><li>Communicate with Media Doc regarding external and internal web functions and changes to webpages</li><li>Assist Research Associates with Skype meetings and teleconferences</li></ul>
<b>Leadership and Training:</b> <ul style="list-style-type: none"><li>Workload distribution, evaluation, and feedback for the Research Assistant Co-ops</li><li>Day-to-day management of Research Assistant functions, handling escalations, supporting administrative requests to the Research Assistant team</li><li>Complete Performance Evaluations for all Research Assistant Co-ops</li></ul>

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

<b>Education</b> <ul style="list-style-type: none"><li>Bachelor's degree in Health Studies, Psychology, Business Administration or other fields related to Health Behaviour and/or behavioural research</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>2 or more years of experience in Research including documentation and report writing is essential.</li><li>Experience providing coaching and mentorship is also an asset.</li><li>Experience in a research environment supporting administration including grant reports and grant applications.</li></ul>

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- Experience with social media and website maintenance an asset.
- Experience supporting research documentation such as references, researcher profiles, and literature reviews is essential.

### **Knowledge/Skills/Abilities**

- Knowledge of MS Office Suite including Word, Excel, PowerPoint, Publisher, Access
- Ability to multi-task and to work quickly and efficiently
- Excellent coaching and mentorship skills
- Excellent problem solving skills
- Creative and positive problem-solving skills
- Knowledge of social media platforms
- Ability to work independently (in a busy environment) as well as part of a team
- Experience managing performance and providing feedback
- Reliability and strong attention to detail
- Organizational and communication skills.

### **Nature and Scope**

- **Contacts:** Internally, communicates with all research assistants, research associates, and ITC team members in all groups and departments to provide administration, dissemination, and overall project support for research initiatives. Externally, communicates with ITC project country team members, grant funders, and provides overall external communications with special consideration for social media correspondence.
- **Level of Responsibility:** The position is responsible for providing orientation, leadership, coaching, and feedback to new research assistants and for supporting administration and documentation within ITC research initiatives in consultation with the ITC Administrative Manager, the ITC Research Scientist, the ITC Knowledge Translation Manager, and the ITC Chief Principal Investigator. Responsible for working with various reports, documents and data sources to support compilation of information within research projects.
- **Decision-Making Authority:** Responsible for consulting with ITC leadership to determine priorities for the ITC initiatives and prioritizing support needed. Responsible for workload distribution and allocation of resources for the full Research Assistant – Co-op team.
- **Physical and Sensory Demands:** Minimal demands typical of a research assistant operating within a team-oriented and multi-project office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a research assistant position. Position has leadership support for prioritization of workload within multiple projects.