

Job Description

Job Title:	Faculty Research Coordinator
Department:	Dean of Environment
Reports To:	Associate Dean, Research
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	January 2017

Primary Purpose

The primary purpose of the Faculty Research Coordinator (FRC) is to support a range of services related to the research grant application and submission process; analyzing and reporting research productivity and successes within the Faculty. The role supports the Associate Dean of Research (ADR) and the Faculty of Environment by providing administrative and logistical support in developing and growing research funding and research related activities within the Faculty. The incumbent maintains a database of qualitative and quantitative research related information and coordinates the Faculty research funding process with Funding Managers in the Office of Research (OR).

Key Accountabilities

Manages the research grant application process, collection, collation, and tracking of research proposals and cover sheets by various agencies and sponsors including growth in research funding, and produces reports that help to evaluate and inform the Faculty's strategic objectives.

- Monitors and disseminates information regarding new research opportunities and related activities such as calls for proposal, notices, announcements, funding trends and research accomplishments for the Faculty.
- Ensures that internal and external deadlines are met and that research application packages are complete.
- Tracks the development and submission of research grant proposals by creating and maintaining spreadsheets for all funding programs and initiatives.
- Maintains and updates a database of Faculty research activities and provides summaries of these data at the request of the ADR or Dean for a range of University and funding agency requirements.
- Prepares graphs and charts for the ADR to present at the fiscal year-end financial report at the Dean's Annual General Assembly.
- Provides customized research data tailored to specific requests by the ADR, Dean or as requested by departmental administrators.

Supports the communication, preparation and submission of the Faculty's research proposals including but not limited to:

- Serves as the key Faculty contact for information and guidance with respect to research grant guidelines, processes, and procedures. Provides key information regarding the preparation of applications, overhead, and in-kind support.
- Keeps fully informed and knowledgeable about all aspects of related to the funding application processes and requirements at the University of Waterloo.
- Interacts directly with various funding managers and related support staff within the Office of Research to clarify and confirm grant application requirements for faculty members.

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- Interacts with the Research Finance Department within OR regarding research funding financial information.
- Processes all cover sheets for the Faculty to ensure accuracy and that OR guidelines are followed.
- Updates the Faculty's website to ensure that current information on grant procedures and processes are easily available to researchers.
- Works with the Faculty's Communication officer to assist with the organization of major research seminars, announcements and awards as required by the ADR.

Research Administrative Support including but not limited to:

- Reviews all grant applications for completeness, and conducts budget reviews on applications as requested by faculty members.
- Handles and responds to both incoming and outgoing correspondence, redirecting if necessary, to the ADR or Dean.
- Prepares memos, in-kind support letters, and weekly notices/announcements as well as research communication information, and disseminates this information to all faculty members and key contacts.
- Manages and maintains an electronic data base system (Excel spreadsheets) for all applications/proposals submitted and maintains a filing system for information such as grants awarded, CCVs and CVs for professors in the Faculty.
- Organizes internal meetings for the ADR as required.
- Provides support to the Advancement team for organization of meetings, presentations and for visiting Walter Bean professors or other visitors (external to UW).
- Maintains and tracks research space use and agreements – new and renewals.
- Maintains a database of the research focus/area of expertise and success stories for faculty researchers.

Space Committee Support to the Dean's Office including but not limited to:

- Providing administrative support as secretary to the Faculty Space Committee by preparing and maintaining space agreements, renewals and other space related documentation.
- Supporting the Executive Officer by providing an updated portfolio of research space usage in the Faculty and as directed by the ADR.
- Preparing documentation for new space agreements and renewals.
- Organizing space committee meetings.
- Maintaining all space documents/files on the R-Drive.

Waterloo Awards Committee (WAC)

- The incumbent is the Faculty's staff representative on the University of Waterloo Awards Committee.
- Attends the WAC meetings with a faculty member appointed by the Dean.
- Participates in monthly conference calls.
- Provides monthly/ongoing updates re: the Faculty's award nominees.
- Coordinates Faculty award nominations.

Other

- Maintains an appropriate level of research knowledge, job-related expertise, and awareness of industry sponsors requirements:
- The incumbent independently acquires and maintains knowledge of the University, Faculty, and Government funding agencies' resources, policies, procedures, rules and regulations in order to provide this service.
- Attends research seminars on behalf of the ADR.

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- Assumes additional responsibilities when requested by the ADR/Dean, including resources and time, for research and Faculty initiatives.

Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

Education

- Undergraduate degree or equivalent combination of education and experience.

Experience

- 5 years' experience in an administrative position, preferably in a university setting

Knowledge/Skills/Abilities

- A high level of professionalism and exceptional interpersonal skills.
- Proven ability to interact and communicate effectively with Faculty members in order to provide guidance for all funding applications and procedures.
- Exceptional writing, proof reading and editing skills
- Exceptional financial management, report preparation and electronic record keeping skills
- The ability to think critically, assess unexpected, non-routine situations and formulate a course of action that requires taking initiative, giving advice and providing workable solutions
- Ability to handle multiple tasks and shift priorities when necessary to meet funding deadlines
- Excellent organizational, analytical, and problem-solving skills
- Ability to understand, review and analyze statistical data and financial records to develop user reports for presentations using MS Office (Excel, PowerPoint and Word programs)
- Strong attention to detail in a complex, multi-tasking environment

Nature and Scope

- **Contacts:** Internally, the incumbent communicates with professors, departmental Unit Heads, ADR and Dean within the Faculty of Environment. The incumbent interacts with Research Funding Managers in the Office of Research (OR) as well as Directors of UW Institutes and various UW service offices. Externally, the incumbent coordinates research activities to assist researchers, with potential industry and government research funding liaison officers, other Canadian universities, corporate research partners, Government ministries and Funding agencies.
- **Level of Responsibility:** The job has specialized work with minimal supervision and provides guidance to faculty researchers: obtain and provide information, clarify issues and respond to a diverse range of funding questions.
- **Decision-Making Authority:** Routinely makes decisions - the incumbent works independently, setting his/her own work plan, prioritizing, managing deadlines, organizing, coordinating, integrating and controlling proposal funding activities to ensure operational efficiency.
- **Physical and Sensory Demands:** Moderate to high demands requiring high levels of concentration re: budget review, accuracy of updating data and adherence to funding deadlines.
- **Working Environment:** Minimal demands typical of a position operating within an office environment; strain resulting from extended periods of sitting, concentrated use of visual senses, repetitive motion, and prolonged close attention to detail.