

Job Description

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| Job Title: | Assistant Director, Research Programs |
| Department: | Waterloo Institute for Nanotechnology |
| Reports To: | Executive Director, WIN |
| Jobs Reporting: | N/A |
| Salary Grade: | USG 9 |
| Effective Date: | January 1, 2020 |

Primary Purpose

Assistant Director, Research Programs, provides management support pertaining to large-scale tri-council, international and other research programs, research grant development and applications, research program monitoring and reporting, and research-related education programs and student exchanges.

The Waterloo Institute for Nanotechnology (WIN) is a Global Centre of Excellence in Nanotechnology and its Applications. WIN has over 90 researchers, drawn from 9 departments. WIN offers research programs and support to increase the impact of its members in nanotechnology research at home and abroad. WIN has 19 international research partnerships with top institutes around the world including China, Brazil, Japan, Taiwan, France, India, Germany, Poland and the UK.

Key Accountabilities

International Program Management

- Assists the ED in supporting existing, and establishing new, collaborative international partnerships with key external partners, particularly as they relate to international research and development projects
- Plays a supporting role in drafting and managing institutional agreements with the ED (e.g. Memoranda of Understanding and Joint Academic Program Agreements)
- Tracks country collaborations and institutional partnerships and disseminates information and statistics on international activities and programs to the University community, government agencies and other external partners
- Organizes, supports and participates in incoming and outgoing delegations and visits, which involves:
 - organizing research workshops at Waterloo and internationally;
 - developing workshop programs and liaising with international counterparts;
 - coordinating programs with the Administrative Assistant and Events/Communications staff; and
 - preparing all necessary paper work and checking travel requirements (e.g. VISAs)

Education Program Liaison

- Manages research education program requirements with partner institutes to ensure intended outcomes of agreements are achieved.
- Works directly with the Graduate Studies Office and relevant Dean's Office & Department Graduate Studies Office to coordinate the "educational" component of WIN research partnerships.
- Provides advice and support to students working with WIN members as part of WIN research projects.

Grant and Major Award Applications

- Organizes meetings and implements recommendations of Special Projects and Awards Committees (SPARC)
- Develops and implements strategies to increase the number of funding proposal submissions.
- Maintains close working relationships with WIN members for an in-depth understanding of expertise, activities and priorities.
- Works with WIN members to directly support individual grant writing and proposal submissions.
- Pro-actively identifies external research funding opportunities of interest to researchers for projects and supports the development and review of applications to external competitions.

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| <ul style="list-style-type: none"> • Understands and interprets university policies and procedures as they relate to grants and contracts, financial management, and institutional and industrial research programs. • Works with WIN members and the Waterloo Awards Committee to develop nomination packages for major awards, including those from Professional Societies. |
| <p>Nanofellowships Awards Program</p> <ul style="list-style-type: none"> • Leads the ongoing promotion and advertising of the fellowships domestically and internationally to attract top students. • Leads the annual call for applications and manages the questions, deadlines and successful intake of applicants. • Works with the Executive Director and the Nanofellowship Committee with respect to the organization and selection of Nanofellowship awardees. • Organizes the annual Nanofellowship Awards Ceremony. |
| <p>Research Communications</p> <ul style="list-style-type: none"> • Assists the Communications Officer with the preparation of: <ul style="list-style-type: none"> ○ press releases / public communications regarding international & research program outcomes; ○ roll-out communication to WIN members about research funding opportunities bi-weekly ○ WIN Website - International Programs Content; ○ WIN Annual Report – International; and ○ WIN International Report Brochure. |
| <p>Research Program Records and Reporting</p> <ul style="list-style-type: none"> • Ensures all research agreements are tracked and successfully renewed (new partnerships and new agreements are initiated by ED). • Monitors and tracks budgets, milestones and statistics related to research programs. • Analyzes and reports on Graduate Student #'s, research project outcomes and funding. Be prepared to present in PPT. • Assists in the preparation of the annual Bibliometric Analysis of WIN Research Productivity (publications, citations and impact factor). • Performs other duties as assigned. |

Required Qualifications

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| <p>Education</p> <ul style="list-style-type: none"> • Master's Degree in Science or Engineering is required; PhD is preferred |
| <p>Experience</p> <ul style="list-style-type: none"> • Five years of progressively responsible experience, relevant to this position • Demonstrated international travel experience • Demonstrated experience with grant report writing/editing |
| <p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none"> • Working knowledge of university research, funding programs, use of SciVal (or similar bibliometric data base), graduate studies and international partnerships and agreements. • Strong understanding of science and engineering research • High Level of interpersonal competence in a service model organization • Strong writing and communications skills • Comfort and clarity in explaining research programs in person and by presentation. • Able to work in a small, high performance team environment. • Self-motivated, ability to manage programs independently and take the initiative to recommend continual process improvements. • Flexibility to work at events after hours, and travel on weekends. |

Nature and Scope

Job Description



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- **Level of Responsibility:** The incumbent performs specialized work with minimal supervision and manages functional processes that are highly specialized. This includes the provision of management support for large scale tri-council, international research grant development and awards, institutional agreements and partnerships, and nanofellowship awards promotion and procedures.
 - **Decision-Making Authority:** Works independently with WIN members and on grants and programs. Provides advice and guidance to faculty and students on research programs and partnerships.
 - **Physical and Sensory Demands:** This role requires mental concentration and attention to detail. The majority of the job is spent at a desk working on a computer. This role may require light lifting to organize catering and signage at events.
 - **Working Environment:** The incumbent works in a standard office environment. Domestic and international travel is required. The role requires direct contact with people every day, receiving questions and requests. There is minimal exposure to disagreeable conditions. However, the incumbent may have to redirect conflicts to upper management. Elements of the role are deadline oriented, and the incumbent may experience last minute requests with short delivery times.