

Job Description

Job Title:	COMPASS Research Coordinator
Department:	COMPASS, School of Public Health and Health Systems
Reports To:	Project Manager
Jobs Reporting:	Casual Staff
Salary Grade:	USG 6
Effective Date:	August 2019

Primary Purpose

The Research Coordinator will be primarily responsible for coordinating the implementation of the COMPASS study in school boards and schools across Ontario. The Research Coordinator is responsible for all communications with schools, including initial outreach to recruit participants, and the scheduling and management of data collection efforts within these schools. During the recruitment stage, the Research Coordinator will be the key point of contact for data collection implementation, acting as the liaison between the COMPASS project group and school representatives and providing detailed advice, process guidance, and overall client support throughout the entire data collection cycle. The Research Coordinator will supervise casual part time staff and provide oversight in the conversion of questionnaires to an electronically compatible format. The incumbent will also have oversight for all incoming data, ensuring completion, coordinating deadlines and ensuring the integrity and security of the data. Other research activities (e.g., report writing, training) will arise from time to time. The Research Coordinator will also support coordinators in other provincial jurisdictions, when needed, and will lead research efforts in Nunavut (as needed).

Key Accountabilities

Relationships and External Stakeholders

- Recruits and onboards schools for participation in the COMPASS study through proactive outreach and networking efforts.
- Works with schools to schedule data collection dates, and to ensure due diligence related to collecting data from students, including preparing a process for obtaining and organizing parental information documents and permission waivers.
- Pre-planned resource scheduling, ensuring that necessary materials are shipped and available at the school and ready for distribution according to the proscribed timeline. Ships required materials (information materials and questionnaires) to schools and confirms receipt and distribution, and generally ensures schools are ready for data collections.
- Liaises with select Public Health Units to coordinate data collection partnerships in applicable jurisdictions, aligning processes where appropriate and ensuring compliance with relevant legislation.

Data Collection and Processing

- Coordinates and schedules the attendance of Graduate Students from UW to attend COMPASS data collection events at the schools.
- Enforces deadlines and data collection protocols, procedures, and processes.
- Prepares data collection materials for each school.
- Tracks incoming data to ensure all are accounted for.
- Hires, trains, and oversees casual staff as they unbundle, visual scan, and machine-scan the questionnaires.

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<ul style="list-style-type: none">• Assists Junior Data Analyst with data corrections.• Develops the online questionnaire (Qualtrics) and oversees any online data collection implementation activities.• Monitors online administrator questionnaire completion.
Communication and Documentation <ul style="list-style-type: none">• Reports recruitment and data collection outcomes to Project Manager on an ongoing basis to make sure that project deliverables are being met in a timely fashion, and to inform evaluation and reporting activities.• Organizes and files all data collection materials.• Prepares completed data for long-term storage and completes requisite documentation and tracking forms.• Writes technical reports outlining the details of each year's data collection activities.• Assists with peer-reviewed publications
Other <ul style="list-style-type: none">• Assists Program Manager and Data Manager with additional tasks when required.

**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

Education <ul style="list-style-type: none">• University degree with a focus on health or equivalent education and experience is required.• Masters' degree in a health-related field is preferred.
Experience <ul style="list-style-type: none">• Experience with coordinating and managing data collection activities• Some experience writing peer-reviewed or technical publications as lead author or as a collaborating author.• Experience managing a small group of employees.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Intermediate proficiency in MS Office Suite• Knowledge of Qualtrics is an asset.• Knowledge of Salesforce is an asset.• Strong communication skills, both written and verbal• Intermediate knowledge of research design and methodology

Nature and Scope

Contacts:

- Principal Investigator: Provide regular updates regarding school recruitment and data collection activities.
- Project manager: Convey detailed information regarding deliverables. Discuss complications and coordinate to find solutions. Supply bi-weekly hourly work records from casual staff.
- Senior Data Analyst: Coordinate data processing and correction activities.
- Casual staff: Supervise data processing activities (including training). Collect hourly work records and review for accuracy.
- Graduate students (data collectors): Schedule them to attend data collections.

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Level of Responsibility: This job has detailed work with minimal supervision and has direct reports reporting to it. Work is governed by clear set of deliverables and timelines

Decision-Making Authority: This position is largely autonomous, and establishes own priorities in accomplishing job duties.

Physical and Sensory Demands: This job requires attention to detail. Though it is regulated by preset protocols, the nature of this type of research requires occasional problem-solving and quick thinking.

Working Environment: Office-based with occasional travel.