

Job Description

Job Title:	Research Coordinator
Department:	Kinesiology
Reports To:	Laura Middleton, Department of Kinesiology
Jobs Reporting:	None
Salary Grade:	7
Effective Date:	December 2020

Primary Purpose

The research coordinator will work in the Brain & Body lab at the University of Waterloo. The research focus of the Brain & Body Lab is the development of behavioral strategies to prevent dementia and improve well-being of people living with dementia, and the important role of exercise in these strategies. The Brain & Body Lab has two ongoing national studies to co-design, evaluate, and implement strategies to improve exercise among people with dementia. Additional studies examine the short-term effects of exercise on mental functions, the creation of dementia-friendly exercise opportunities, and use of technology to promote exercise.

Key Accountabilities

Research Support & Coordination

- The research coordinator will contribute to all parts of research in the Brain & Body Lab. This includes:
 - Development and delivery of exercise interventions and resources
 - Assessment of study outcomes including cognitive function, physical function, and other measures
 - Data analysis
 - Contribution to the drafting of manuscripts, grant applications
 - Ethics submissions
- The research coordinator organizes research group meetings and events, including lab meetings, training sessions, and other activities

Engagement of Stakeholders

- The research coordinator will engage and support relationships with community stakeholders and participants for the purpose of:
 - Participant recruitment and screening
 - Participatory research
 - Knowledge translation

Supervision & Mentoring

- Supervision of other research assistants in the lab
- Coordination volunteers to assist on research studies
- Mentorship and training of undergraduate and graduate students

Other

- Other duties or opportunities may arise as needed.

**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*

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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

<p>Education</p> <ul style="list-style-type: none">• Post-secondary degree or certificate in Kinesiology, Health Studies, or related field or equivalent education and research expertise• MA/MSc/PhD preferred• Certification to supervise exercise among at-risk populations (e.g., CSEP Certified Exercise Physiologist) is required
<p>Experience</p> <ul style="list-style-type: none">• Experience in exercise prescription and delivering of exercise to older adults• Experience in conducting human research, ideally including research with multiple sites or stakeholders• Experience interacting and communicating with people with dementia or mild cognitive impairment• Experience delivering programs to people with dementia or mild cognitive impairment preferred• Experience on assessment of cognitive and physical function preferred• Experience in quantitative and qualitative analysis preferred• Experience supervising volunteers or students preferred
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• Certification in CPR and first aid• Comfortable using MS Office and statistical analysis software (SPSS, SAS, or R)• Excellent interpersonal and communication (oral and written) skills• Ability to manage multiple projects and demands• Strong organizational skills for both project tasks and people• A successful criminal reference check for the vulnerable sector is required

Nature and Scope

- **Contacts:** Members of Laura Middleton's research lab, other Kinesiology staff and faculty members working at CCCARE
- **Level of Responsibility:** The research coordinator will supervise research assistants, students, and volunteers in the lab and assist with mentoring and training
- **Decision-Making Authority:** The research coordinator should be able to work independently and problem solve with little supervision, consulting with Dr. Laura Middleton where necessary.
- **Physical and Sensory Demands:** The research coordinator should be able to work productively in a distracting environment, sometimes with a number of programs and music running.
- **Working Environment:** The research coordinator will work out of the Centre for Community, Clinical, and Applied Research Excellence in the Toby Jenkins Applied Health Research Building. They will work alongside graduate students, undergraduate students, and other research assistants and coordinators as well as exercise staff.