

Job Description

Job Title:	Research Coordinator
Department:	Biology
Reports To:	Principal Investigator (Dr. Josh Neufeld)
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	August 2022

Primary Purpose

The candidate will provide expertise for execution and coordination of research projects and perform laboratory research. The candidate will dedicate approximately 50% of time to project coordination and 50% to laboratory research activities. The candidate will be responsible for coordination of a multi-institutional research project, ensure that quality assurance procedures are followed, manage and organize meetings, and coordinate with external and internal researchers to monitor program progress. The candidate will be responsible for performing laboratory research, data analysis and report writing as well as laboratory administration including ordering supplies and training graduate students.

Key Accountabilities

Project Coordinator

- Provide consultation and organize meetings with the industry partner.
- Ensure quality assurance procedures are established and followed.
- Organize meetings and coordinate with researchers in multiple collaborating institutions.
- Monitor project progress and ensure connectivity between institutions.
- Coordinate integration of results from each research team into project deliverables.
- Preparation of technical reports and journal manuscripts.
- Assist with budget and yearly reports for funding agency and institutional partner

Laboratory research and data analysis

- Conduct research projects as directed by Principal Investigator.
- Organize and participate in sampling trips i.e. soil, aquatic, and wastewater sampling trips.
- Perform data analysis and preparation of scientific reports.
- Present results at national and international meetings.

Laboratory administration

- Safety training of undergraduate and graduate students, research associates, and visitors.
- Training of lab members on laboratory specific instruments and laboratory specific protocols.
- Coordinate hiring of co-op and work-study students.
- Assist students with planning, organization, and execution of research projects.
- Provide methodological and technical support for lab members.

Facility Coordinator

- Ordering supplies and equipment.
- Verifying receipt of supplies and paying invoices using Unit 4.
- Maintaining equipment log books, cleaning schedules.
- Managing visitor access to lab and equipment.

Safety

- Maintain personal certifications as required by Safety Office.

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- Update posted safety procedures (e.g., WHMIS, hazardous waste disposal).
- Prepare and maintain Standard Operating Procedures (SOPs).
- Maintain first aid kits.
- Perform monthly laboratory safety inspections.
- Maintain safety inspection reports (e.g., eye wash station, safety training).

**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

- Completion of a MSc degree in biology or similar discipline.

Experience

- Three or more years of experience in research laboratories with focus on microbiology, molecular biology, or microbial ecology.

Knowledge/Skills/Abilities

- Knowledge of and experience with molecular biology techniques.
- Experience trouble shooting and working with scientific equipment.
- Excellent written and oral communication skills required.
- Basic skill level with Microsoft Office Suite.

Nature and Scope

- **Contacts:** The position will require strong interpersonal skills for communication with junior and senior scientists from internal and external research groups as well as industry partners. Leadership skills will be required to coordinate laboratory and research operations including but not limited to discussion of research plans, technical procedures, training of students, setting meeting schedules and milestones. The position will require independent and professional interaction with collaborators and stakeholders within the research group as well as national and international research meetings.
- **Level of Responsibility:** Responsible for own research as well as overseeing and supporting research of fellow lab members. Ability to independently coordinate research. The position will involve approximately 50% project coordination and 50% research responsibilities. Project coordination responsibilities include developing quality assurance procedures and verify compliance, coordinate and organize internal and external meetings, coordinate internal and external research groups, and monitor program progress. Technician responsibilities will involve safe operation of laboratory equipment, training of students, maintenance of equipment, management of own research project progress and deliverables.
- **Decision-Making Authority:** Although overall research and project directions will be managed by Dr. Josh Neufeld, the candidate will have considerable independence with lab administration, experimental design, data analysis, and data presentation. The person will have signing authority on selected work orders and support Dr. Neufeld in managing accounts, Unit 4 orders, invoices, and WorkDay approvals. The person will participate in hiring and management of co-op and work-study students. The person will be expected to work and solve problems independently with minimal supervision.
- **Physical and Sensory Demands:** Typical laboratory and research related demands.
- **Working Environment:** Work will be performed primarily in the office or research laboratory at the University of Waterloo. Some travel for field trips (e.g., wastewater treatment plants, collaborating

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laboratories), training workshops, and conferences will be required. The candidate will dedicate approximately 50% of time to project coordination and 50% to laboratory research activities. Potential exposure to hazardous chemicals.