

Job Description



Job Title:	Research Project Coordinator
Department:	Dean of Engineering
Reports To:	Co-Directors, Trust in Science and Technology Research Network
Jobs Reporting:	None
Salary Grade:	7
Effective Date:	December 2022

Primary Purpose

The Research Project Coordinator will support a new transdisciplinary research network focused on trust in science by conducting administrative activities, project management, communication, and other support to the designated Directors. The incumbent is responsible for administrative management, financial management, human resources management, and special events, outreach, communication, and record keeping.

Key Accountabilities

Administrative Management, including but not limited to

- Manages the day-to-day administrative issues for the network
- Provides administrative support to the Directors of the network
- Duties may include but not limited to planning meetings, preparing, and contributing to or coordinating communications, scheduling, planning, etc.
- Creates and maintains systems and procedures to efficiently manage and monitor workflow and information for the network

Financial Management, including but not limited to

- Responsible for consistent applications of the University's financial regulations, policies, and procedures
- Ensures audit trails are in place for all approved financial transactions and maintains support documentation of transactions for internal and external audit queries
- Reviews and processes out-of-pocket expenses, if required
- Ensures financial activities align with best practice and university policies and procedures as well as sponsor guidelines (if applicable)

Human Resources Management, including but not limited to

- Oversees the recruitment, evaluation, payment, and termination of casual and temporary employees including student employees, and ensures processes are in place for the efficient and effective oversight, and training
- Serves as the first point of contact with Human Resources and ensures compliance with university policies, procedures, and employment standards
- Provides on-boarding and orientation for new members
- Maintains staff records and schedules, and ensures absenteeism and vacation records are kept up to date
- Oversees and administers payroll processes for ongoing, temporary, and casual staff members, including ensuring payroll activations and terminations are processed
- Liaises between oral historian and/or other staff and Directors

Special Events, Outreach, Communication, Records, including but not limited to

- Ensures compliance with unit and university policies and procedures
- Coordinates with Directors and planners in-network to identify prospective speakers, contact and correspond with speakers
- Plans speaker events, panels, and other events as needed including logistics, marketing, etc.
- Supports and assists with the planning and execution of special events
- Assists with event promotion and marketing, setup, registration and clean up
- In consultation with the Faculty Communications team, oversees communications, including mailing lists, web content, and social media
- Maintains positive working relationships with on and off campus stakeholders, including but not limited to suppliers, vendors, contractors, clients, and other departments
- Supports outreach through citizen science including aspects of planning and development, coordination with faculty, relevant offices and staff, and Directors as well as external stakeholders as well as facilitating workshops for citizen scientists

**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

- Bachelor's degree in any field; Master's degree in science, especially related to sustainability topics, communications, or related field preferred. Equivalent combination of education and experience may be considered.

Experience

- Preferred to have 3 to 5 years of progressively responsible administrative experience, including demonstrated experience with financial and human resources management is required
- Demonstrated experience developing and managing a budget
- Experience in academic, not-for-profit or a research environment is an asset
- Knowledge of research granting, and reporting is an asset
- Knowledge of the university's financial systems, policies and procedures preferred
- Experience in a university work environment is preferred
- Bilingual proficiency in French preferred

Knowledge/Skills/Abilities

- Exemplary interpersonal and communication skills
- Proven ability to support the unique requirements of a multidisciplinary environment
- Proven problem-solving abilities, conflict management skills, and ability to address sensitive topics related to science and sustainability
- Experience running training or workshops relevant to science or equivalent complex topic
- Experience communicating with public audiences or running community events
- Experience with practical engagement with sustainability or related topics
- Exceptional organization skills with the proven ability to work on multiple projects simultaneously with competing demands and strict deadlines
- Proven ability to work collaboratively with colleagues and students
- Demonstrated ability to work effectively and discreetly with confidential and sensitive information

Job Description



- Demonstrated sound judgement, tact, discretion, and professional integrity
- Strong attention to detail, ability to work independently, take initiative and anticipate future needs and potential issues
- Advanced knowledge of Microsoft Office required and WCMS or other CMS systems an asset

Nature and Scope

- **Contacts:** Internally, communicates with senior administration, students, faculty, and staff. Externally with community groups and various stakeholders.
- **Level of Responsibility:** The Research Project Coordinator has specialized work with minimal supervision. The incumbent will be a self-starter and able to work independently, or collaboratively with colleagues, to execute various tasks and to achieve goals. The Research Project Manager and Coordinator manages all duties and ensures university policies, procedures, and guidelines are followed.
- **Decision-Making Authority:** The Research Program Coordinator is expected to be self-directed in executing their responsibilities. The role has a mix of defined, specialized, routine, and non-routine tasks and requires sound judgment, tact, and discretion in juggling and executing these responsibilities. This position will make recommendations to the Directors regarding the execution of their responsibilities.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of a position operating within an office environment. Some evening/weekend work and occasional travel may be required for special events.