Manager, Research Support

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Professional and Managerial Group

Manager, Research Support

Ontario Veterinary College, Office of the Dean

Temporary full-time from November 2016 - November 2018

Hiring #: 2016-0361

Please read the Application Instructions [2] before applying

Reporting to the Associate Dean, Research and Innovation Manager, Research Support (MRS) works in partnership with others to enhance the research and graduate student programs at OVC. The MRS position will provide strategic advice and support to the Associate Dean, Research and Innovation, on matters related to the college research agenda and various graduate programs; direct the research grant proposal submission process, including management of the OR5 submission process; provide support to researchers when interacting with the Office of Research; contribute to increasing the level of research funding activity in the College (especially tri-council and major research grants); and support communication of OVC’s research activities and graduate programs.

The MRS is a critical liaison between the Office of Graduate Studies and the College and will work closely with other members of the graduate student team at OVC to support graduate students in achieving success. In conjunction with the Associate Dean, the Manager provides support with the development of new programs, review of existing programs and review of graduate courses; establishment of enrolment targets; and review of comparable metrics that will assist OVC in achieving excellent results in graduate student training.

The Manager, working with the Marketing and Communications Officers at OVC will assist in the development and production of content for various OVC websites, and assist in identifying opportunities for social media sites (blogs, Twitter, Facebook, etc.), e-communications, print materials and College newsletters, as it pertains to research and graduate programs.

Preferred candidates will have a master’s degree in a related field and several years’ experience with proven strategic planning capability, exceptional organizational, conceptualization and interpersonal skills and excellent oral and written communication skills, including technical writing skills. In addition, the preferred candidate will have a strong, broadly based research background (agencies, applications, contracts, intellectual property) and excellent knowledge and experience with data collection and analysis.

Classification \[P05^*\]

*Tentative evaluation.
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Published on Human Resources (https://www.uoguelph.ca/hr)

Posting Date: 2016 08 31
Closing Date: 2016 09 08

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[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply