Project Coordinator

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Project Coordinator

Research Innovation Office

Temporary full-time from July 2018 to July 2021

Hiring #: 2018-0255

Please read the Application Instructions [1] before applying

Reporting to the Associate Director, New Venture Creation, the Project Coordinator is responsible for operationalizing the strategic plans of the Research Innovation Office’s New Venture Creation and Knowledge Mobilization portfolios to stay on track and on budget.

The Research Innovation Office (RIO) helps transform the University of Guelph’s world-class research into innovations that foster positive changes for the community, government and industry. Besides Technology Transfer and Industry Liaison services that help our on-campus researchers to benefit from their intellectual property and to work with industry to mutual benefit, our office has two other important service branches: 1. New Venture Creation is the hub for business incubation and acceleration at the University of Guelph, providing resources and knowledge to help researcher led entrepreneurial teams get products to market and scale successfully. 2. Knowledge Mobilization promotes a two-way flow of information between researchers and the community, government and industry, ensuring that research is positioned to inform decisions and increase impact.

The Project Coordinator develops and manages the operational workplans for Accelerator Guelph, Research Innovation Grants and other key functions within the New Venture Creation portfolio to achieve strategic goals and project objectives. The Project Coordinator provides advice, analysis, coordination and support to researchers working with the Research Innovation Office. As a result, the project coordinator is liaising with staff and faculty across the university on a regular basis.

The Project Coordinator will work within the Research Innovation Office and will focus most of her/his time on projects funded by the University of Guelph’s $76.7M Canada First Research Excellence Fund (CFREF) project entitled Food from Thought. Responsibilities will include creating, developing and implementing operational workplans and processes needed for the successful execution of funding and entrepreneurship programs; maintaining and managing marketing assets; conducting surveys and gathering intelligence on stakeholder needs and habits; and, gathering and analyzing insights using Customer Relationship Marketing (CRM) tools and other data for continuous improvement purposes.

Specifically, the Project Coordinator portfolio requires focus on the following activities:

- Project Administration and Research Innovation Grants: While writing, posting and gathering applications for our various research innovation grants is required, the project coordinator will also act as the trusted primary point of contact for researchers, helping them to navigate our process to submit applications. S/he will also set and enforce timelines and provide insight to the New Venture Creation team to ensure that improved and new programs are launched.
- Knowledge Mobilization: working with the Manager of Knowledge Mobilization, the Project Coordinator will not only bring programs to fruition, but will also help to assess audiences, opportunities and processes to ensure events achieve their objectives.
Marketing Research and Asset Management: working extensively with the Research Innovation Office team to effectively use and maintain a CRM system, the Project Coordinator will share insights that will contribute to the development of strategically focused and effective marketing and communications materials. S/he will work within a budget and against our strategic vision to enable internal and external partners to create content and assets such as social media calendars, posters, videos, etc.

Reporting and Continuous Improvement: working with researchers and RIO team members, the Project Coordinator will gather metrics for various scheduled reports and planning sessions. S/he will write and/or maintain Standard Operating Procedures and other necessary documents (such as booking agreements) for programs that are to be repeated on a regular basis such as Research Innovation Grants, Accelerator Guelph phases, KMb forums, etc.

Job Requirements:

- Undergraduate (or higher) degree in a related field
- Project Management Professional (PMP) Certification, an asset
- Personal entrepreneurial experience or a background in working with or within early stage businesses an asset
- Two (2) years Project management and/or marketing process training and/or experience essential
- Excellent organizational and process creation skills
- Competency using Customer Relationship Marketing (CRM) systems
- Computer competency using spreadsheets, databases, and word processing applications
- Familiarity with social/digital marketing terminology and platforms
- Experience working on projects that include a wide range of internal and external stakeholders
- Excellent judgement and well-developed emotional intelligence
- Ability to anticipate problems effectively and to make sound recommendations that utilise quantitative and qualitative information
- Creative thinking, problem solving and consensus building skills
- Excellent interpersonal and communication skills

Grant/Trust Fund
Classification               P02*
Professional/Managerial Salary Bands [2]

*Tentative evaluation.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2018 05 28
Closing Date: 2018 06 04

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