Research Ethics Coordinator

Forbes includes U of G Among Canada’s Best Employers

Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Research Ethics Coordinator

Office of Research

Temporary full-time from January 24, 2019 to February 21, 2019

Hiring #: 2019-0025

Please read the Application Instructions [1] before applying

Reporting to the Director of Research Ethics, the Research Ethics Coordinator (REC) will assist the Director, Research Ethics with the coordination and processing of applications to the University Research Ethics Boards.

Coordination and processing of applications to the University Research Ethics Boards will include: monitoring ongoing ethics review; coordinating monthly meetings of REBs; and assisting with reporting where required by the Director, Research Ethics Services. The incumbent will also liaise with researchers and members of the REBs to facilitate the processing of applications to the REBs and to respect principles and requirements of the Tri-Council Policy Statement regarding research ethics and guidelines established by the University of Guelph. The REC will be expected to work closely with other RECs within the office, sharing responsibilities as required. The REC is expected to become proficient at and undertake, at the direction of the Director, the administrative pre-review of protocols; providing some clerical assistance to the Director, Research Ethics and the REBs.

Requirements of the position include: Community College 2-year diploma (Undergraduate degree preferred) plus up to 3 years of related experience or an equivalent combination of education and experience. Formal post-secondary education in a related field (e.g., science, administration or ethics) would be considered an asset. The incumbent must have the ability to read and critically review university level documents; excellent communication skills both oral and written; strong customer service orientation; expertise with word processing; thorough knowledge of MS Excel; experience in data entry into Oracle and Access data bases; experience using Microsoft Outlook system including email; Internet skills in locating and retrieving information; general workplace skills including filing, data processing, and minute taking; strong organizational skills and the ability to handle multiple tasks and meet deadlines; and experience dealing with sensitive/confidential material. The incumbent must demonstrate the ability to deal with a high volume of communications and interactions and handle complicated situations with tact and diplomacy.

Classification               USW, Local 4120 Salary Band 4
Normal Hiring Range  $22.79- $25.47 per hour

At the University of Guelph, fostering a culture of inclusion [2] 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: 2019 01 09
Closing Date: 2019 01 16

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/research-ethics-coordinator
Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply