Research Program Coordinator

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

Research Program Coordinator

Office of the Associate Vice President Research, Agri-Food Partnership

Temporary full-time from February 18, 2019 to August 14, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0095

Please read the Application Instructions [1] before applying

Reporting to the Manager, OMAFRA – U of G Agreement and Research Programs, the incumbent will be accountable for a variety of duties and responsibilities, including:

- Collaborating in the implementation and administration of all research programs within the Ontario Agri-Food Innovation Alliance (formerly, OMAFRA – U of G Partnership) by coordinating letters of intent (LOIs), full project proposals, reports, and award notifications;
- Providing information and coordination support to assist the eight Research Theme-specific review committees in the evaluation of LOIs, full proposals, annual and final reports, and the allocation of approved project budgets to project accounts;
- Testing, administering, and configuring the Research Management Systems (RMS) database;
- Verifying data on submitted, active and completed proposals; generating reports and summaries for university and OMAFRA staff and monitoring to ensure program requirements are met;
- Communicating with Research Program Directors, departmental administrative staff, and project leaders regarding project budget allocations, U of G’s Financial Reporting System (FRS) information, and Ontario Agri-Food Innovation Alliance Research Program procedures;
- Providing information to academic departments and addressing and resolving budget allocation issues;
- Providing back-up support in the Agri-Food Partnership Office, as well as other duties as assigned.

Requirements of the position include:

- Two-year college diploma and demonstrated knowledge of agri-food research and agri-food sector and one (1) year related experience (two years preferred), or an equivalent combination of education and experience;
- Demonstrated proficiency with Microsoft Office Suite products including MS Word and MS Excel;
- Excellent customer service and client relationship management skills;
- Experience with SmartSimple Research Management System (RMS) or equivalent web-based database software;
- Strong interpersonal skills, communication (written and verbal), analytical and problem solving, attention to detail and ability to work independently and as part of a team is essential;
- Familiarity with Ontario Agri-Food Innovation Alliance Research Programs and UofG academic financial systems would be considered an asset.

Covering Position Number 544-003
Classification USW, Local 4120 Salary Band 4*
Normal Hiring Range $22.79 -$25.47 per hour
Research Program Coordinator
Published on Human Resources (https://www.uoguelph.ca/hr)

*Tentative evaluation; subject to committee review.

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 02 13
Closing Date: 2019 02 21

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/research-program-coordinator

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