Research Communications Officer

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Professional and Managerial Group

Research Communications Officer

Dean’s Office, College of Engineering and Physical Sciences

Hiring #: 2019-0557

Please read the Application Instructions [1] before applying.

The College of Engineering and Physical Sciences (CEPS) uniquely combines Chemistry, Computer Science, Engineering, Mathematics and Statistics, and Physics to enable innovative and collaborative teaching, learning and research focused on solving the world’s big problems through teamwork and interdisciplinary scholarship. With 150 faculty, $23 million in annual research funding, and more than 3,000 undergraduates and 470 graduate students, CEPS is positioned to be a significant part of the University of Guelph’s path forward.

Under the direction of the Manager, Research and Graduate Studies in CEPS, the Research Communications Officer provides research communications expertise and support to the College. One of the primary responsibilities of this role is to support the development of grants and awards. The Research Communications Officer will assist in the preparation of grant applications to secure research funding and prepare award nominations to enhance the College’s visibility and recognition.

Working with the Manager, Research and Graduate Studies, the incumbent will gather information, analyze research performance data, and collect and analyze information about potential funders and their funding programs. The incumbent will also develop research-related materials to promote the College’s research advancements to internal and external audiences via print, electronic and other media.

Requirements of the position include:

- Master’s degree in a STEM discipline plus a minimum of 2 years related experience, or an equivalent combination of education and experience
- Experience in writing and editing scientific documents
- Experience in developing grant proposals desirable
- Previous on-the-job experience creating a variety of promotional materials, preferably within the context of advanced education and/or research
- Excellent writing and editing skills, including the ability to understand and distill complex academic information into plain language
- Compliance with confidentiality requirements
- Client-service oriented
- Demonstrated project management skills
- Ability to work proactively and reactively to meet tight timelines
- Computer literate (Microsoft Office suite, browser skills essential; knowledge of html)
- Highly developed interpersonal skills
- An understanding of the advanced education sector is preferred

Position Number         253-030
Classification               P03*

Professional/Managerial Salary Bands [2]
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: 2019 10 07
Closing Date: 2019 10 22