Research Manager

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Professional and Managerial Group

Research Manager

Office of the Dean, Ontario Veterinary College

Hiring #: 2019-0567

Please read the Application Instructions before applying

Reporting to the Associate Dean, Research and Graduate Studies, the Research Manager (RM) works in partnership with various stakeholders to enhance the research and graduate student programs at the Ontario Veterinary College (OVC). The RM will: provide strategic advice and support to the Associate Dean, Research and Graduate Studies, 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; action data insights to advance the aggregate quality of research outcomes; contribute to increasing the level of research funding activity in the College (especially tri-council and major research grants) by identifying suitable granting opportunities and facilitating writing and assembling large team grants; and support communication of OVC’s research activities and graduate programs.

OVC is home to a number of Senate-approved Institutes and Centres. The RM will be keenly aware of the needs and activities of all OVC Centres and will play an active role in financial oversight of these centres working closely with Centre Directors, the Associate Dean Research and Graduate Studies, and the Operations Manager in the Office of the Dean.

The RM is a critical liaison between the Office of Graduate Studies and the OVC and will work closely with other members of the graduate and research studies team at OVC to support graduate students in achieving success. Under the direction of the Associate Dean Research and Graduate Studies, the Research Manager provides support towards: the development of new programs and the review of existing programs and graduate courses; the establishment of enrolment targets; the review of comparable metrics that will assist OVC in achieving excellent results in graduate student training; and the adjudication of scholarships and awards.

Working with the Marketing and Communications Officers at OVC, the Research Manager 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. The RM is a key member of the college’s team of officers, working together to produce a cohesive operating environment for the myriad programs underway at OVC.

Requirements of the position include: A Master’s Degree in a related field and several years’ of relevant experience, or an equivalent combination of education and experience. Candidates should demonstrate: proven strategic planning capability; exceptional organizational, conceptualization and inter-personal skills; excellent oral and written communication skills, including technical writing skills. 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.

Position Number         201-051
Classification               P05*
*Tentative evaluation; subject to committee review.

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 30
Closing Date: 2019 11 13

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