College Research Manager

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Professional and Managerial Group

College Research Manager

Ontario Veterinary College, Office of the Dean

Hiring #: 2021-0461

Please read the Application Instructions [1] before applying

Reporting to the Associate Dean, Research and Graduate Studies, the College Research Manager (CRM) works in partnership with OVC directors and managers to enhance the research and graduate student programs at OVC. The CRM 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; actioning 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 CRM 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, the Director, Budget and Accounting, and the Operations representative in the Office of the Dean.

The CRM 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 program administrative team at OVC to support graduate students in achieving success. The College Research Manager provides support with the development of new programs, review of existing programs and review of graduate courses; establishment of enrolment targets; review of comparable metrics that will assist OVC in achieving excellent results in graduate student training; and adjudication of scholarships and awards.

The College Research Manager, working with the Marketing and Communications team at OVC will assist in the development and production of content for various OVC digital environments (website, social media, intranet, signs, publications, etc.), as it pertains to research and graduate programs. The CRM 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. The CRM is a standing member of OVC’s Digital Strategy committee and Data Group. Finally, this role works closely with CRMs at the other six colleges of the University of Guelph.

Requirements of the position include: A Master’s Degree in a field related to OVC research areas 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 and excellent oral and written communication skills, including technical writing skills. The preferred candidate will have a PhD, and will have a strong, broadly based research background (agencies, applications, contracts, intellectual property) and excellent knowledge and experience with data collection and analysis.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Position Number 201-051
Classification P05*
Professional/Managerial Salary Bands [2]
*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: 2021 09 15
Closing Date: 2021 09 29


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