Research Program Coordinator

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Position covered by the Collective Agreement with USW Local 4120

Research Program Coordinator

Office of Research, Agri-Food Partnership

Temporary full-time from January 4, 2022 to April 29, 2022
Temporary absence of the regular incumbent
Hiring #: 2021-0639

Please read the Application Instructions [1] before applying

The Office of Research, Agri-Food Partnership has primary responsibility for the management of the Agreement between the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and the University of Guelph (UofG) – the partnership is known as the Ontario Agri-Food Innovation Alliance. Within the Agreement, the Research Program includes the Tier I and Tier II Research Programs, the Highly Qualified Personnel (HQP) Scholarship Program, the Undergraduate Student Experiential Learning (USEL) Program, the Gryphon’s LAAIR (Leading to the Accelerated Adoption of Innovative Research) Program, and the Knowledge Translation and Transfer (KTT) Program.

Reporting to the Manager, Research Program Compliance, the incumbent will be accountable for a variety of duties and responsibilities, including but not limited to:

- Collaborating in the implementation and administration of all research programs within the Ontario Agri-Food Innovation Alliance by coordinating proposal submission, review and approval, award notifications and progress reporting;
- Supporting faculty members in the submission of proposals and annual and final reports;
- Providing information and coordination support to assist peer reviewers and the panel review committees in the evaluation of proposals;
- Administering and supporting ongoing development of the Research Management Systems (RMS) database;
- Verifying the compliance of proposals and reports with program policies; generating reports and summaries for University and OMAFRA staff; and monitoring to ensure program requirements are met;
- Supporting continuous improvement in program administration, including contributing to the development and documentation of program policies and procedures;
- Communicating with Research Program Directors, departmental administrative staff, and Lead Applicants about Ontario Agri-Food Innovation Alliance research programs and procedures;
- Providing information to academic departments and addressing and resolving issues; and
- Providing back-up support in the Office of Research, Agri-Food Partnership, 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 or 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 financial systems would be considered an asset.

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

Covering Position Number 544-029
Classification USW, Local 4120 Salary Band 4
Normal Hiring Range $23.83 - $26.63 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: 2021 11 17
Closing Date: 2021 11 24

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