Research Communications Officer

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Research Communications Officer

Dean’s Office, College of Engineering and Physical Sciences

Hiring #: 2021-0610

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, nearly $23 million in annual research funding, and more than 3,500 undergraduates and 560 graduate students, CEPS is a significant part of the University of Guelph’s path forward.

Under the direction of the Senior Manager, Research and Strategic Initiatives in CEPS, the Research Communications Officer provides research communications expertise and support to the College. The primary responsibilities of this role include supporting the development of grant applications to secure competitive research funding; coordinate the development of award nominations to enhance recognition of the college’s faculty; preparing research highlights to bolster the college’s external visibility and reputation; and preparing and delivering skill-building workshops and events for our graduate students to enhance their communications skills.

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 marketing and communications 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
- Proven writing and editing skills, including the ability to understand and distill complex scientific documents into plain language summaries
- Experience creating a variety of promotional materials, preferably within the context of advanced education and/or research
- 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)
- Highly developed interpersonal skills

Assets:

- An understanding of the advanced education sector
- Experience in developing grant proposals
- Experience with web content management systems such as Drupal, WordPress and SharePoint

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

Position Number         253-030
Classification               P03*

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 12 06
Closing Date: 2022 01 17 (extended)


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