Research & Graduate Studies Information Coordinator

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Research & Graduate Studies Information Coordinator

Office of the Associate Dean Research and Graduate Studies

Hiring #: 2022-0192

Please read the Application Instructions [1] before applying

The Research and Graduate Studies Information Coordinator reports to both the Manager, Research Development and Manager, Graduate Programs in supporting the research and graduate enterprises of the College of Social and Applied Human Sciences. As a member of the Associate Dean Research and Graduate Studies Office, the incumbent provides support in the various services and supports offered to faculty, staff and graduate students. The candidate provides assistance in the operations and management of multiple and complex research projects and funding applications (e.g., CFI, Tri-agency), often with overlapping deadlines and priorities. The candidate works with departmental staff in developing and enhancing graduate programs and tracking graduate student funding. Moreover, the candidate provides support with reporting requirements including compilation and preliminary analysis of data such as graduate student funding and scholarships, and other financial reports.

This position requires the ability to collaborate, implement, distribute, and expedite research and graduate program issues as well as to effectively multitask to meet the needs of faculty and graduate students.

Key duties and responsibilities include:

- Review grant applications internal to CSAHS, UofG and external funding sponsors, i.e., SSHRC, NSERC, CIHR, SIG Explore, Seed/Growth; provides guidance and advice to faculty regarding grant application submissions
- Research/synthesize information from granting agencies and departments/colleges to develop/propose best practices and strategies for CSAHS grant support processes
- Co-ordinate and lead pre-award grant application, and post-award grant administration workshops
- Prepare research metric reports, monitor, and coordinate college contributions to research grants
- Prepare environmental scans for new graduate programs and compile graduate enrolment reports
- Forecast/track multi-year graduate student funding to support college recruitment
- Train and support graduate program assistants and coordinators regarding graduate funding
- Update college website information regarding research and graduate supports and services
- Provide accounting / office back-up to other administrative roles including: Process cheque requisitions, journal entries, petty cash transactions, revenue remittances, purchase orders, expense claims.

Position Requirements:

- Undergraduate Degree (Master’s degree preferred) in Social/Applied Human Sciences or a related field with a minimum of two (2) year’s experience including grant proposal development and first-hand experience in conducting research, or an equivalent combination of education and experience
- Excellent communication skills and highly developed interpersonal skills with the ability to build strong working relationships, work independently and as part of a team
- Proven aptitude for detail and accuracy, exceptional organizational and planning skills with ability to meet deadlines and adapt to changing priorities
- Critical thinker and problem solver with the ability to apply analysis and professional judgement to solve
complex issues
- Ability to act in a professional manor with tact, diplomacy, and confidentiality
- Strong computer skills including Microsoft Office Suite (Excel, Word, Powerpoint, Outlook 365), Qualtrics, Web editing (Drupal, Wordpress, Sharepoint), and the ability to learn and adapt to specialized software systems at the University of Guelph (i.e. FRS, iProcurement, ECS, Journal Entry ADI, Uniweb)
- Knowledge of research funding in Canada and AODA legislation
- Experience working in higher education or the public sector with knowledge of university policies and procedures is an asset

Position Number         250-042
Classification               USW, Local 4120 Salary Band 5*
Salary Range              $25.92 Minimum
$28.96 Normal Hiring Limit
$35.08 Job Rate
*Tentative evaluation; subject to committee review.

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: 2022 04 04
Closing Date: 2022 04 11

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