Research Manager

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Grant & Trust Professional

Research Manager

School of Engineering

Temporary full-time from May 1, 2022 to April 30, 2023
Hiring #: 2022-0241

Please read the Application Instructions before applying

The Machine Learning Research Group (MLRG) at the University of Guelph (U of G) is a large and vibrant lab engaged in cutting-edge research spanning a number of topics in deep learning (DL). MLRG is known across Canada for its strength and balance between fundamental and applied DL. Over the past several years the lab has become an increasingly multidisciplinary team recruiting computer scientists, computer, electrical and biomedical engineers, psychologists and biologists. Together, the lab members pursue challenging problems and large-scale projects at the intersection of DL and other disciplines such as biodiversity science [2]. This includes collaborations with the Vector Institute [3] (Vector) and growing collaborations with international initiatives BIOSCAN [4] and LIFEPLAN [5].

As Research Manager of MLRG, you will report directly to the PI, Dr. Graham Taylor [6]. In addition to heading his lab, Dr. Taylor is the interim Research Director at the Vector Institute [7], the program director for the Collaborative Specialization in Artificial Intelligence [8], and an academic co-director at Guelph's Centre for Advancing Responsible and Ethical AI [9], [9] Your key role as Research Manager is to provide on-the-ground assistance with lab and research activities, an experience typically gained through graduate school. You will play a central role in advancing the team’s impact and influence.

This position affords a number of opportunities depending on your individual skill set and interests:

- Building technical skills in software: specifically Python and Git as well as High Performance Computing
- Co-authoring publications with our group
- Collaborating on various outreach projects with the University, CARE-AI, and Vector
- Developing professional skills through the U of G's Learning and Development [10] and Library Workshops [11]

Your key responsibilities as research manager include:

**Administrative (virtually and in-person when back on campus):**

- Manage the administrative and day-to-day activities of the lab
- Welcome new students, orienting them, and setting up lab access
- Represent the group to an external audience, including hosting visitors at PI’s request
- Prepare expense reports
- Manage graduate student progress reports
- Coordinate reference letter submissions, managing deadlines
- Manage multiple versions of PI’s CV needed by different granting agencies
- Screen and direct inquiries from the private and public sectors, other universities, and the media
- Coordinate the review and interviews of prospective lab members

**Strategic Management:**
• Coordinate, and participate in, campus visits, events, workshops, and conferences
• Target external relationships, collaborations and partnerships to enhance research funding, contracts and experiential learning opportunities for trainees
• Create and spearhead new initiatives that further MLRG’s aspirational goals and mission
• Lead the lab’s social media strategy

Technical:

• Implement changes to publications, e.g. formatting or text compression, using LaTeX
• Prepare tables, figures, and other kinds of data visualizations for publications or presentations
• Manage the lab’s GitHub repository and Slack workspace
• Maintain the PI’s academic website

Writing support:

• Collaborate with PI on grant writing
• Review student work, e.g., journal and conference submissions
• Assist the PI with professional reviews, e.g., grants and conference organization

Requirements:

You bring the following strengths to the role of Research Manager:

• A Master’s degree in the Sciences or a Master’s degree in another discipline with significant technical experience gained outside of the degree
• Attention to detail
• Demonstrated leadership and the ability to foster teamwork and collaboration
• Excellent communication skills, including strong writing skills, with experience in the exemplary development and preparation of proposals, feasibility studies, and annual reporting
• Demonstrated experience working with a variety of internal and external stakeholders to gain support on projects
• Experience in management and operations
• Results oriented and committed to a high standard of service
• Excellent networking, interpersonal skills, and creative problem solving skills

Note that expertise in machine learning is not required, but experience with data science is an asset.

Classification Grant/ Trust fund position, Band P03
GTP Professional/Managerial Salary Bands [12]

At the University of Guelph, fostering a culture of inclusion [13] 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
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