Research & Graduate Studies Information Coordinator

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Research & Graduate Studies Information Coordinator

Office of the Associate Dean Research and Graduate Studies

Temporary full-time from July 2023 to March 13, 2024
Temporary absence of the regular incumbent
Hiring #: 2023-0408

Please read the Application Instructions [1] before applying

The Research and Graduate Studies Information Coordinator supports 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 coordination of 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 coordinates the CSAHS and UoG internal funding programs, hosts post-award workshops to faculty, and maintains the college research financial support programs. The candidate performs market research and environmental scans of graduate programs. Moreover, the candidate provides support with reporting requirements including compilation and preliminary analysis of data such as faculty research funding, 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
- 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 manner with tact, diplomacy, and confidentiality
• Strong computer skills including Microsoft Office Suite (Excel, Word, Powerpoint, Outlook 365), Qualtrics,
Web editing (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
• Good understanding of graduate student funding
• Experience working in higher education or the public sector with knowledge of university policies and
procedures is an asset

Covering Position Number      250-042
Classification               USW, Local 4120 Salary Band 5
Normal Hiring Range $27.43 - $30.65 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: 2023 06 28
Closing Date: 2023 07 12 (extended)

Page category: Current Opportunity [3]

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