Research and Graduate Officer

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Research and Graduate Officer

Dean’s Office, College of Biological Science

Temporary part-time-time from September 11, 2023 to September 10, 2024
(Less than 24 hours per week)
Temporary absence of the regular incumbent
Hiring #: 2023-0473

Please read the Application Instructions [1] before applying

The College of Biological Science (CBS) has 100 faculty, close to $30 million in annual research funding, more than 4,000 undergraduates, and over 400 graduate students. CBS is positioned to be a significant part of the University of Guelph’s path forward.

Under the direction of the Manager, Research and Graduate Studies, the Research and Graduate Officer is responsible for supporting graduate training and award procedures, research grant development, and research communications. These activities are key to growing the profile and success of the CBS’s diverse research enterprise. In addition, this role supports the Manager, R&GS in enhancing the research capacity of CBS and translating its research excellence into external recognition.

The incumbent is responsible for coordinating and/or supporting a wide range of activities that will vary according the academic and research cycle, supporting faculty, staff and students in a variety of ways. They will engage regularly with a diverse range of internal and external stakeholders.

The position supports all graduate programs and graduate services in CBS, including supporting program quality processes (e.g. IQAP), liaising between departments and the Office of Graduate and Post-Doctoral Studies, management of graduate awards procedures, and coordinating initiatives to enhance the graduate student experience and professional skills training.

The incumbent also supports the development of competitive grant proposals and award nominations for faculty, including coordinating scientific reviews, and advising faculty on sponsor guidelines and requirements.

The incumbent is responsible for the development of communications materials related to the College’s research activities such as research highlights, annual reports, website content and social media postings, and special projects to raise the profile of the College’s research excellence. They will coordinate workshops and events that support professional skills development for graduate students and/or post-docs (e.g. CBS Graduate Student Symposium, 3MT competition, ad hoc workshops) and administer college awards and adjudication processes.

Requirements of the position include:

- Master’s degree in a STEM discipline plus a minimum of 3 years related experience, or an equivalent combination of education and experience
- Experience in analyzing data
- Excellent writing and editing skills, including the ability to understand and distill complex scientific information into plain language
- Previous on-the-job experience creating a variety of outreach materials, preferably within the context of
Research and Graduate Officer
Published on Human Resources (https://www.uoguelph.ca/hr)

- advanced education and/or research
- Ability to work proactively and reactively to meet tight timelines
- Computer literate (Microsoft Office suite, browser skills essential; knowledge of html)
- Client-service oriented
- Highly developed interpersonal skills
- Compliance with confidentiality requirements
- Experience in developing grant proposals desirable

**Hourly rate** $29.63 – $33.11 per hour

*At the University of Guelph, fostering a [culture of inclusion](https://www.uoguelph.ca/diversity-human-rights/sites/uoguelph.ca.dhr/files/public/Inclusion%20Framework%20Endorsed%20April%202017.pdf) [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 08 14
Closing Date: 2023 08 28 (extended)

Page category: [Current Opportunity](https://www.uoguelph.ca/hr/page-category/current-opportunity) [3]

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**Links**
[1] [https://www.uoguelph.ca/hr/careers-guelph/how-apply](https://www.uoguelph.ca/hr/careers-guelph/how-apply) [2] [https://www.uoguelph.ca/diversity-human-rights/sites/uoguelph.ca.dhr/files/public/Inclusion%20Framework%20Endorsed%20April%202017.pdf](https://www.uoguelph.ca/diversity-human-rights/sites/uoguelph.ca.dhr/files/public/Inclusion%20Framework%20Endorsed%20April%202017.pdf) [3] [https://www.uoguelph.ca/hr/page-category/current-opportunity](https://www.uoguelph.ca/hr/page-category/current-opportunity)