

YORK UNIVERSITY

JOB POSTING - YUSA

JOB TITLE: Research Officer

JOB CODE: 952558

DEPARTMENT/FACULTY: Schulich School of Business

SALARY BAND: 16

JOB PURPOSE:

This position reports to the Associate Dean, Research (ADR) and the Administrative Executive Officer. The incumbent, in collaboration with the ADR has responsibility for leading the development, planning, and coordination of research activities to enhance, promote and support the research enterprise in the Schulich School of Business. Responsibilities include: high level research planning and communication; drafting development and implementation of research-related policies within the School; identification of funding opportunities; development of external research partnerships; liaison with the Office of the Vice President, Research & Innovation, and Office of Research Services; facilitating and advising on the grant application process; developing and advising on budgets; administering faculty awards; overseeing and coordinating research initiatives and large research projects, developing and maintaining information databases and reporting activities. This position is created to assist in achieving the goals and objectives of the School's strategic research plan including the intensification of research at York University

MAJOR AREAS OF RESPONSIBILITY:

1. Foster Research Culture

Percentage of time: 40%

- A Identify and implement initiatives to capitalize on research strengths and Faculty expertise, align with Institutional priorities.
- B Identify and act on research opportunities to increase research dollars. Identify research contracts and coordinate negotiation process.
- C Identify and promote research links between the Schulich School of Business and public or private agencies and the community.
- D Lead events and activities to promote research celebration and develop initiatives to showcase faculty research.
- E Provide expert advice to faculty researchers in on their personal and collaborative research agendas.
- F Develop internal and external partnerships to promote collaborative research and knowledge mobilization with research end users. Increase media exposure to share research findings and increase research profile of the school.

Contacts: Internal: VP Research & Innovation, Vice Presidents, AVPs, Dean, Associate Deans, central Administrative offices, academic support units, university Secretariat and Senate committees, Faculty members, Office of the Executive Officer. External: Government research agencies, other granting agencies, Federal/Provincial levels of public organizations Community groups, Foundations, Corporations, Not for profit organizations, NGO's.

Reason for Contact: Liaison, obtain/provide information, coordinate activities. Consultation on university legislation or policy; reporting. For faculty members- consultation, advice, guidance, interpretation of legislative regulations, policies and procedures. To obtain and provide information and expert advice on research matters Research Dissemination

2. Research Planning and Communication

Percentage of time: 20%

- A In consultation with the Associate Dean, Research, develops internal and external strategic research plans and initiatives and administers such at individual, Faculty and University Level. Make presentations to Faculty researchers, Senior Management and research stakeholders to push research agenda forward.
- B Provides advice and supports Associate Dean, Research on matters relating to the research agenda/research policy. Acts as primary driver in executing plans and strategies in consultation with ADR/Research Committee.

- C Responsible for leading website development and creating web tools and developing new content. Responsible for training staff and faculty members on research databases.
- D Advises ADR on overall communication and marketing strategy for research at Schulich. Develops reports, newsletter and other materials for internal/external distribution.
- E Develop industry partnerships and form research groups/teams. Ensure faculty member's research is being showcased accurately. Develop public profile of Schulich research through various media channels and industry groups by highlighting and promoting faculty members' research interests and strengths to create new research linkages.
- F Collaborates or liaises with the other Faculty Research Officers at the university in support of research initiatives, providing advice and expertise as requested and appropriate.

Contacts: VP Research & Innovation, Vice Presidents, AVPs, Dean, Associate Deans, central Administrative offices, academic support units, university Secretariat and Senate committees, Faculty members, Office of the Executive Officer

Government research agencies, other granting agencies, Federal/Provincial levels of public organizations, Community groups, Foundations, Corporations, Not for profit organizations, NGO's.

Reason for Contact: Liaison, obtain/provide information, coordinate activities. Consultation on university legislation or policy; reporting. Ensure faculty strategic research plan aligns with UAP. Ensure faculty's members research is being showcased accurately on website. To obtain and provide information and expert advice on research matters. Promote collaborative research

3. Facilitate Research Grants/Awards

Percentage of time: 20%

- A Conduct background research on national and international funding possibilities for specific programs and projects, investigating government and private funding opportunities beyond the well-established funding programs.
- B Provide input and assist faculty members in writing internal and external grant applications; assist with budget formulations and provide advice with content contained in application. Reviews all external applications and approves for submission.
- C Develop a thorough comprehension of the guidelines and financial obligations of various funding programs in order to educate faculty members. Communicate with funding agencies (internal/external) and various York University offices for clarification, feedback and specific questions.
- D Facilitates the forming of research teams to review and provide input to grant proposals. Administers internal awards for Faculty such as the Schulich research fellowships, minor research grant program, Dean's travel funds. Assess and recommends faculty for prestigious awards nomination and works with ADR in preparing nomination files.
- E Facilitates new research contracts that are to be administered by the University. Liaise with funding agencies/industries and assist with negotiation process.

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Reason for Contact: Liaison, obtain/provide information, coordinate activities. Consultation on university legislation or policy; reporting. In relation to faculty member, consultation, advice, guidance, interpretation of legislative regulations, policies and procedures. To obtain information and seek funding; liaison, obtain/provide information, coordination, provide advice and interpretation on university policy and legislation. Develop partnerships.

4. Development of External Partnerships

Percentage of time: 15%

- A Acts as a key contact and knowledge expert of the School's research portfolio. Connects researchers with potential new partners for the purposes of research dissemination or forming a collaborative research team.

- B Pursue collaborative community-based research projects and initiatives, by providing project management support including generating and evaluating a range of community-based projects.
- C Responds to request for proposals (RFP), writing grant applications as required. Prepare a variety of materials for non-academic audiences in order to communicate goals as well as project evaluation and research results.
- D Develop relationships with industry and research end users to promote research dissemination and knowledge mobilization.
- E Increase research collaboration through networks and identify means of funding (non-governmental). Identify end users of research and those involved with policy development and decision making at various organizations.

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Reason for Contact: Utilize and incorporate York's Universities research strengths and resources to facilitate Schulich research.

5. Other related duties

Percentage of time: 5%

COMMUNICATIONS:

	English
Basic reading skills (e.g., scanning text, reading forms, etc.)	<input checked="" type="checkbox"/>
Basic writing skills (e.g., writing brief notes, completing forms, etc.)	<input checked="" type="checkbox"/>
Basic speaking skills (e.g., asking & answering simple or repetitive questions, etc.)	<input checked="" type="checkbox"/>
Comprehends written material (e.g., extracting information/details, reading reports/correspondence, etc.)	<input checked="" type="checkbox"/>
Writes non-complex documents (e.g., composing factual information/short routine correspondence, taking minutes, etc.)	<input checked="" type="checkbox"/>
Sustains conversation on specific topics (e.g., explains standard policies/procedures/services, etc.)	<input checked="" type="checkbox"/>
Comprehends complex texts (e.g., reading & interpreting policy papers/research papers/technical reports, etc.)	<input checked="" type="checkbox"/>
Composes documents (e.g., drafting reports/recommendations/research papers/summaries, etc.)	<input checked="" type="checkbox"/>
Sustains in-depth conversation (e.g., interpreting & expressing complicated ideas, making presentations, etc.)	<input checked="" type="checkbox"/>

PHYSICAL & SENSORY DEMANDS/ENVIRONMENTAL CONDITIONS:

- VDT Use 75%
- Prolonged visual attention 60%
- Prolonged audio attention 30%
- Hand/finger dexterity 25%
- Prolonged sitting 60%
- Prolonged standing 20%

RESPONSIBILITY FOR OTHERS:

This job has responsibility for others as follows:

	<u>F/T - P/T</u>	<u>Casuals</u>
<input checked="" type="checkbox"/> Gives direction or instructions	1*	2-3
<input checked="" type="checkbox"/> Decides what tasks/projects other should do first	1*	2-3
<input checked="" type="checkbox"/> Arranges work schedules, coordinates workflow & reviews completed work	1*	2-3
<input checked="" type="checkbox"/> Trains others in new tasks or estimates training needs	1*	2-3
<input checked="" type="checkbox"/> Participates in hiring		2-3

*Note: Responsibilities are not a regular part of the job. This position acts as a lead hand/resource person during peak periods with respect to research support.

QUALIFICATIONS:

Minimum level of formal education required:

Masters' Degree or an equivalent of 5 years recent experience (defined as within the last six years) working at York University and performing the same or similar tasks. This education equivalency is in addition to the experiential requirements outlined below.

Minimum number of years and type of relevant work experience required:

Experience in independent research and graduate work plus a minimum of 5 years' directly related and hands-on experience in an institutional setting (university, government agency), including preparation of grant proposals and budget preparation. Sound knowledge of government research granting councils and other applicable external funding agencies. A comprehensive understanding of University and School structures, legislative and research granting processes. Knowledge of Project Management Principles. Experience providing advice and counsel to senior management and developing strategic plans.

Skill(s) required:

Superior technical reading and writing skills, strong communication and presentation skills, knowledge of research methods and statistics, project management skills, grant development and budget preparation, familiarity with government agencies and corresponding policies and legislation. Strong analytical, leadership and team building skills. Effective interpersonal and public relations skills; excellent organizational, planning and coordination skills. Effective problem solving and conflict resolution skills. The ability to work in a rapidly changing environment. Public speaking skills, relationship building skills and the ability to work with diverse teams. Intermediate- Advanced skills in Microsoft Office.

Excellent attendance and punctuality are essential in this position.

This position requires the candidate to produce a verification of degree(s), credentials(s), or equivalencies from accredited institutions and/or international equivalents at the time of interview.

JOB SPECIFICATIONS:

Hours of work: 8:30am-4:30pm

Overtime may be necessary during peak periods

Peak periods for this position: September - October, March – April

Vacation restriction: September- October