YORK UNIVERSITY

JOB POSTING - YUSA

JOB TITLE: Research/Awards Officer	**JOB CODE**: 952681
DEPARTMENT/FACULTY: Dean's Office, Lassonde School of Engineering	**SALARY BAND:** 14

JOB PURPOSE:

Reporting to the Director of Research Priorities and Partnerships the Research/Awards Officer is responsible for coordinating research activities for the Lassonde School of Engineering. The mandate of this position is to make certain that Lassonde's slate of nominations in every category is large, strong, well balanced and successful.
In coordination with the Director, the Research/Awards Officer contributes to the planning, coordination and development and delivery of presentations and workshops regarding opportunities, processes and procedures to enhance, promote and support the research enterprise in the Lassonde School of Engineering. Facilitates and supports applications for funding and award nominations. Specifically, responsible for assembling and coordinating nomination files for a variety of external and internal awards and applications for faculty at Lassonde. The position provides advice and support services to faculty members seeking nominations and applying for research funding, awards, prizes and fellowships. Works with research support staff at Lassonde and collaborates with other York University research support service providers such as VPRI and President's office when necessary, to ensure that researchers have timely access to information. Leads the completion of high quality and highly competitive nomination files; maintains and disseminates information on potential opportunities (including building and maintaining an online awards database) and prepares communication briefs on successful files; and works with faculty and research support staff across the institution to build capacity to be successful in supporting faculty members in securing research funding honours, fellowships, awards and prizes. Under the direction of the Director of Research this position will also research and collect data on external and internal awards available for staff and students at Lassonde; act as the resource regarding available research opportunities and provide similar support for the nomination/application process, as required

MAJOR AREAS OF RESPONSIBILITY:

1. Nomination
Percentage of time: 35%

A. Coordinates, assists in the preparation and reviews complete nomination dossiers for external and internal awards, honours, fellowships, memberships, medals and other forms of recognition. Solicits reference letters from external sources, drafts/uses templates of support letters, develops templates and ensures all info required for nominations files are included. Assembles, edits, formats, and completes nomination forms, letters and relevant material as required.

B. Acts as the liaison to faculty to ensure the funder's guidelines and policies are being followed. Works closely when necessary with York University units responsible for nominations (VPRI, SIRI & President's office) to be aware of funding opportunities and to ensure these opportunities are communicated and competitive applications are being submitted from Lassonde for relevant internal selections.

C. Prepares drafts of nomination letters and works with the nomination team to ensure the highest quality of nominations by coordinating the requests and collection of reference letters, nomination letters, expert reviews and other necessary materials for the files. Create timelines, tracks and follows up to ensure timely completion.

D. Works with appropriate administrators (Department Chairs, Associate deans etc) to identify candidates for external awards.

E. Works closely with other internal offices to gather information on relevant internal competitions such as but not limited to President's Research Awards and DRP nominations.

F. Works closely with Advancement Unit, Student Services Unit, Lassonde Research team and Faculty of Graduate Studies to ensure that internal awards for students (graduate and when appropriate undergraduate) are administrated and awarded properly.

G. Works with the faculty member to prepare award proposals, drafts initial proposal when necessary, and develops processes to ensure proper administration and distribution of funds.

Contacts: VPR&I, President's office, Departments, Faculty members, Founding bodies, Office of Research Services
Reason for Contact: communication and exchange of information

2. Grant applications support
Percentage of time: 40%

A. Provides support for the development of proposal and budgets for external and internal funding applications. Communicates with internal and external funding agencies for clarification, feedback and specific questions; liaises with ORS and other Research Officers to ensure consistency of information to researchers.

B. Reviews majority of the external applications and provides feedback to the applicants. Reports to the Director on the status of applications and consults on any arising issues. Prepares analytic reports and updates on grant and funding statuses.

C. Responds to queries regarding processes and requirements and provides support to faculty applicants.

D. Works with the Office of Research Services whenever appropriate on the submission of applications and internal guidelines. Creates and maintains lists of Faculty applicants, results of competitions; liaises with ORS to confirm accuracy of research applications and results at the faculty level.

E. In collaboration with Communications Specialist at Lassonde and Director and other leadership in the Dean's Office, initiates and coordinates events and activities to promote research and celebrate research success and outreach activities

F. Composes and disseminates regular bulletin of research funding opportunities in coordination with the communication team. Alerts specific faculty members when relevant opportunities arise.

G. Advises, consults, and counsels faculty members (with the help of the research team) of the most appropriate funding programs to apply for.

H. Provides support to the Director, Research Priorities and Partnerships and Associate Dean of Research, in the implementation of research related initiatives and large-scale funding. Schedules meetings, develops agendas, distributes supporting materials, takes minutes and transcribes notes and coordinates files including assembling documents, and proofreading submissions to ensure completeness. Completes sections of the submission as directed.

I Administers and provides administrative support for various internal awards and programs such as the York Research Chairs, Research Awards, Junior Faculty Fund, Minor Research Grant program and mentoring programs. Provides administrative support to relevant Lassonde adjudication committees including creating agendas, scheduling meetings, taking minutes and following up. Acts as a resource for committee members and disseminate approved information.

I. Under the direction of the Director organizes research related events and implements various research initiatives.

Provides dedicated support to selected proposals as per the specific needs of the Faculty. Creates template letters and prepares support letters (e.g. reference letters), reports and briefing notes on an as needed basis.

J. Facilitates the transition of successful research awards for faculty to ensure suitable post-award services, provides information to faculty members regarding grant administration based on established guidelines and/or directs enquiries to appropriate university research service provider units including Research Accounting, Procurement, Human Resources or internal Faculty support services.

K. Under the direction of the Director, Research Priorities and Partnerships, liaises with appropriate administrator in the Office of the Vice-President Research and Innovation in order to provide information on anticipated application pressure to each competition.

L. Reviews grant applications to ensure that they are complete, and, in a format, which conform to all requirements and in accordance with competition guidelines prior to being sent to ORS.

M. Review processes and works with Director to make changes as required.

Contacts: Dean, Associate Dean, ORU Directors, Research Director, Research Officer, ORU Coordinator, Office of Research Services
Reason for Contact: process and communication

3. Implementation of strategic research plan
Percentage of time: 20 %

A. Provides expert advice and specialized customized information to faculty members and graduate students and as necessary to the research administrators in Lassonde (Associate Deans, ORU Directors, Research Directors, Research Officers, and ORU Coordinators) to build research knowledge, experience, expertise and culture at Lassonde and ensure continual improvement of high quality of applications for grants, scholarships, and awards.

B. Provides preliminary information on Research Ethics as appropriate, ensuring that applicants are referred to the Office of Research Ethics as required, for protocol submission. Provides administrative support for the internal Ethics reviews as related to the course-based ethics reviews including scheduling meetings, file/data maintenance and preparing letters and yearly reports.

C. Develops and delivers approved content at information sessions for faculty, students, research staff, and partner organizations.

D. Coordinates visits and video conference presentations by funding agency representatives. Liaises with funding agencies. Disseminates opportunities to targeted groups/individuals and prepares communication briefs and announcements for the calls.

E. Develops and maintains a comprehensive online database of external funding and nomination opportunities with up to date information. Conducts background research on national, government, private and international opportunities beyond the regularly available opportunities (e.g. grants and awards related to the school, curriculum development). As directed by the Director liaises and develops relationship with the external agencies and funders.

F. Maintains records of all applications and nominations and records the submissions and successes. Communicates results effectively and works with the communication team to disseminate successful stories. Keeps track of faculties' expertise and maintains a dataset of researchers and their expertise.

G. Update and maintain the Lassonde Research Department website. Works with communication team to prepare material for the web and social media

H. Keeps track of contracts for postdoctoral fellows; supports their integration into Lassonde as part of the Postdoctoral program by communicating information and connecting them with appropriate services.

I. Supports the faculty mentoring program at Lassonde including development of materials, sessions, matching of faculty and collection of data

Contacts: Dean, Associate Dean, ORU Directors, Research Director, Research Officer, ORU Coordinator, Office of Research Services etc
Reason for Contact: process and communication

4. Other related duties as assigned
Percentage of time: 5%

COMMUNICATIONS:

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

PHYSICAL & SENSORY DEMANDS/ENVIRONMENTAL CONDITIONS:

Check the applicable box (es) & indicate the average percentage of time. (Over the course of a year).

☒ VDT Use	50%	☒ Bending	10%
☒ Prolonged visual attention	60%	☒ Walking/mobility	5%
☒ Prolonged audio attention	30%	☐ Extreme temperatures	%
☒ Hand/finger dexterity	30%	☐ Loud noises	%
☒ Prolonged sitting	60%	☐ Noxious fumes/odours	%
☐ Prolonged standing	%	☐ Toxic chemicals	%
☒ Lifting and/or carrying (approx. 5-10 lbs/ kg)	1%	☐ Verbally abusive	%
☐ Other		☐ Physically threatening	%

V. RESPONSIBILITY FOR OTHERS:

Does this job have responsibility for others ☒Yes

		Casuals
☒	Is delegated responsibility in absence of regular supervisor	1-2
☒	Gives direction or instructions	1-2

QUALIFICATIONS:

Minimum level of formal education required:
Master's Degree, preferred Master's of Science or Engineering.

Minimum number of years and type of relevant work experience required:
A minimum of 3 years recent experience in an institutional setting supporting research functions. Experience must include writing or assisting with preparing applications for prizes/awards and writing research proposals in Science and/or Engineering fields of study.

In addition, experience in independent research/graduate work; knowledge of government research granting counsels, and other applicable external funding agencies is required. A comprehensive understanding of university and Faculty structures and legislative and research-granting processes. Experience in preparing high profile nomination files for prestigious awards and medals and administrating grant proposal post and pre award including compliance with budget issues would be an asset.

Skill(s) required:

- Advanced knowledge of the research landscape and funding mechanisms for research.
- Excellent written and oral communication skills and ability to work with faculty members, students and external partners. Effective interpersonal and public relations skills, including conflict resolution
- Advanced writing skills, strong analytical skills and excellent organizational and time management skills.
- Demonstrated ability to work well with others and under deadline pressures.
- Proven ability to exercise sound judgment and discretion.
- Proven ability to handle very details-oriented work
- Intermediate level skills in Microsoft office and including Microsoft word, Excel, Power-point Ability to create and work with various databases and online based tools.

Please note: 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 - 4:30 pm**
Overtime may be necessary during peak periods

Peak periods: September to November, April to June

Vacation restriction: Vacation is restricted during the months of April to June and September to November.