**Position Title:** Research and Academic Grants Coordinator

**Employment Category:** Part time (up to 24 hours)

**Department:** Risk and Insurance Studies Centre (RISC), Vice President Research and Innovation

**Classification:** Administrative

**Band:** 6

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**Job Purpose:**

Reporting administratively to the HR Business Partner, receiving functional direction from the Deputy Director of the Risk and Insurance Studies Centre (RISC) Organized Research Unit, the Research and Academic Grants Coordinator will be responsible for the coordination, administration, and effective delivery of all RISC’s operational activities.

S/he will work with the RISC team of members and affiliates at York University and other Universities in Canada and abroad as well as with national and international partner organizations, which comprise Universities, government agencies, professional associations, private conglomerates, public sector enterprises, and civil society organizations.

RISC is an international and interdisciplinary research hub that pursues holistic approach to the field of insurance risk and related topics.

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**Major Areas of Responsibility:**

1. **Research Coordination (40%)**
   A. Under the guidance of the Principal Investigators, supports all aspects of project management within RISC.
   B. Assists in identifying and overseeing project plans, schedules project timelines, milestones, and deliverables, and troubleshoots problems by contacting relevant departments at York (Research Accounting, Finance, UIT, HR, etc.) or external parties.
   C. Supports in ensuring that all work and use of the budget is carried out in accordance with York University policies and the guidelines of the granting agencies of relevance.
   D. Acts as the liaison with internal departments and external stakeholders to build and maintain a positive working relationship.
   E. Acts as the administrative contact for RISC’s activities externally: facilitates interactions with government personnel, think tanks, non-governmental organizations, advocacy groups, public sector organizations, international agencies, and other potential contributors.
   F. In co-ordination with RISC Executive Board, supports fundraising and monitors calls for proposals and other funding opportunities.
   G. In co-ordination with RISC Executive Board, supports the preparation and submission of new grant proposals.
   H. Assists in overseeing projects’ publication and dissemination programs.

2. **Communications and Knowledge Mobilization (20%)**
   A. Serves as the main contact and resource for all RISC’s activities.
   B. Disseminates information internally and externally, including promotion materials, announcements, and correspondence or other activities as assigned. Preparers material for public dissemination in accessible and popular forms.
   C. Facilitates knowledge transfer to stakeholders, users, peers, and project teams through proper documentation and sharing of best practices and lessons learned.
   D. Coordinates the maintenance of RISC’s web-based infrastructure, including RISC website and social media accounts.
   E. Drafts reports and research summaries for PI’s review and approval.
   F. Prepares, under the guidance of the Deputy Director, the Partner Contribution Statement, Milestone Report, Annual Contribution Summaries, Mid-Term Report, and Final Partnership Achievement Report for all RISC’s projects.
   G. Under the direction of the Deputy Director, develops and submits reports to funders as required, including coordinating the administrative aspects of ethics reviews.
Major Areas of Responsibility (continued):

3. Financial Reporting (20%)
A. Monitors on-going project budgets and prepares financial forecasts.
B. In coordination with the relevant departments at York, arranges for set up of (sub)grant transfer agreements to other projects, institutions, and partners. Assists with the year-end financial reporting of those transfers.
C. Processes all receipts and payment transactions, including payroll, timesheets, ETFs, non-resident payments / wire forms, and journal transfers. Tracks cash and in-kind contributions.
D. Prepares financial forms including purchase orders, cheque requisitions, and reimbursement of expenses.
E. Reviews year-end financial reports generated by Research Accounting for approval by RISC Executive Board.
F. Prepares, under the guidance of the Deputy Director, interim and final financial reports on the center’s grants.
G. Assists project partners with preparation of annual partner financial reports, tracking cash and in-kind contributions.
H. Maintains accurate records and filing systems for all paperwork, ensuring all original invoices and receipts, copies of forms and timesheets are filed, kept for the required time period and then properly disposed.

4. Research Administration and Centre Coordination (20%)
A. In consultation with RISC Executive Board, develops and schedules the center’s activities.
B. Assists in organization and maintenance of research files and documents, including confidential materials and data.
C. Develops meeting agendas, attends meetings, takes minutes, and distributes minutes.
D. Coordinates RISC conferences, workshops, meetings and other events. Ensuring that appropriate logistical arrangements are made including: room booking, catering, audiovisual equipment, and correspondence and travel arrangements for visitors/presenters.
E. Provides administrative assistance for the hiring and payroll processes, including collecting CVs/resumes, scheduling interviews, completing payroll forms for casual employees.
F. Responsible for other duties as assigned.

Perform Other related duties as required. Not to exceed 5%

Responsibility for Others

Yes

Oversees the work, related to the technical aspects, of other casual employees

Job Qualification and Related Skill Requirement

Education and Experience Requirements
A University graduate degree is required. Graduate studies / research in an interdisciplinary area of relevance to RISC and / or research on a topic of direct interest to RISC are required. Formal education in Project Management or at least one year of project management experience, preferably in an academic environment, is required.

Minimum of 2 years recent research administration experience in an institutional (post-secondary, agency, government) setting.

Experience liaising with administrators in academia, government, and granting agencies in Canada and internationally.
Experience in:
1. Providing support to academic committees.
2. Scientific reports preparation/editing.
3. Supporting conference events.
4. Budgeting and preparing financial reports.
5. Supporting grant proposal submissions.
Job Qualification and Related Skill Requirements (continued)

Skills required:
1. Excellent project coordination and administration skills.
2. Strong financial management skills for budget monitoring and reconciliation.
3. Excellent written and spoken communication skills as well as presentation skills and the ability to interact at an appropriate level with various stakeholders
4. Strong scheduling, planning, coordination and organizational skills.
5. High level of initiative and strong problem-solving skills.
6. Tact, diplomacy and confidentiality in interactions with internal and external contacts.
7. Excellent ability to draft and proofread written materials (e-mail correspondence, documents, reports, PowerPoint presentations, newsletters).
8. Understanding of research grant procedures and application processes.
9. Ability to maintain websites (knowledge of WordPress would be advantageous).
10. Knowledge of expense management processes (acquaintance with Concur would be an asset).
11. Proficiency with MS Office (Word, Excel, Powerpoint) and Outlook.
12. Skilled using various social media (e.g. Twitter, Facebook, Linkedin, etc.).

Other

Ability to lift up to a maximum weight of 20lb.