

**YORK UNIVERSITY**  
**DEPARTMENT OF HUMAN RESOURCES**

**JOB POSTING**

**JOB TITLE:** [ Research Facilitator ]

**JOB CODE:** [ 954866 ]

**DEPARTMENT/FACULTY:** [ Office of the Dean, Faculty of Liberal Arts & Professional Studies ]

**SALARY BAND:** [ 16 ]

**JOB PURPOSE:**

[The Faculty of Liberal Arts and Professional Studies (LA&PS) is the largest Faculty at York University with over 23,000 undergraduate and graduate students, and almost 100 programs delivered through 24 Departments, Schools and Colleges, plus the IBM Markham Learning Site. York University is known for championing new ways of thinking that drive excellence in promoting and enhancing, teaching, research, and student success. Through innovative course design, diverse experiential education and learning opportunities, and a supportive community environment, our students receive the education they need to create big ideas that have an impact on the world.

Reporting to the Director, Strategic Research & Partnerships, and working with the Associate Dean, Research & Graduate Studies, the Research Facilitator acts as the primary point of contact for faculty members interested in establishing and growing their research portfolio in LA&PS. The role is a subject matter expert in Canadian and international research funding, providing advice tailored to the specific needs and goals of the individual faculty member. The role works with the rest of the York research team (i.e. Faculty Research Office and VPRI) in supporting the end-to-end research grant application project life cycle (e.g. from initial consultations with faculty members to final submission). The role maintains a comprehensive and up-to-date knowledge of funding opportunities, timelines involved in funding applications and detailed knowledge of the guidelines for major federal and provincial sources of external funding, tracking data on submissions and successful projects in support of the Faculty and University's objectives and strategic priorities.

The Research Facilitator is also responsible for identifying, promoting and supporting research grants, contracts and fellowship opportunities. Acts as a resource to match opportunities to faculty members' strengths, areas of expertise, and career level. The role encourage partnership and collaboration, recognizing opportunities for leveraging relationships and resources across the University and with external sectors, as appropriate.

The role also supports the vision, mission, values and strategic direction of the Faculty of Liberal Arts & Professional Studies and York University, in alignment with the Faculty Academic Plan, York Strategic Research Plan and York Academic Plan, and understands how their efforts contribute to the goals and objectives of the Schools/Departments, the Faculty and the University more broadly. The role contributes to a positive, supportive, and student-focused team environment of high performance, respect, trust, collaboration, and continuous improvement in an environment that embraces diversity and fosters inclusion.

**MAJOR AREAS OF RESPONSIBILITY:**

**1. [ Facilitate External Pre-Award Grant and Contract Application Processes ]**

**Percentage of time:** [ 60% ]

- A. Responsible for providing research facilitation support to faculty members in areas of social sciences, humanities, and professional studies relevant to LA&PS programs.
- B. Primary first point of contact for LA&PS faculty members regarding funding opportunities. Under the direction of the Director, coordinates the research support workflow within the LA&PS research office and with colleagues based on portfolio and expertise. Creates, updates and maintains a database that records

contact information and research specialization. Oversees external and internal grants and awards submitted by Faculty members at York.

- C. Holds one-on-one consultations with faculty members to develop tailored research support plans specific to the unique needs of researchers, identifying appropriate staff support and coordinating with staff for ongoing pre-award grant support.
- D. Develops and delivers information sessions on grant programs and relevant topics, including equity, diversity and inclusion as relevant to grant applications, both faculty-focused and open to audiences from all of York.
- E. Assists faculty members, including Organized Research Units (ORUs), with facilitating external grant applications. Provides advice and support to faculty members in interpreting grant guidelines. Provides advice with content as required for grants, contracts and security assessments in compliance with York and funder policies.
- F. Works with Advancement to support donations relevant to research, liaising with donors as required.
- G. Works closely with researchers, LA&PS Research Office team and other colleagues to review, edit and facilitate multi- or interdisciplinary grants, facilitating the creation of research teams to review and provide input on proposals as required.
- H. Assists researchers and research teams in the preparation and submission of external funding agency applications and processes. This assistance includes detailed, comprehensive critique of grant methodology, organization, and structure of the application, “fit” with opportunity, etc. This includes drafting content for entire sections of grants rather than editing text supplied by the applicant and providing assistance with completing online application forms.
- I. In collaboration with appropriate members of the LA&PS Research Office team, reviews content of the grant applications and drafts budget to ensure that all revenues and expenses are justified appropriately as per grant agency guidelines and University and Faculty policies (e.g. overhead, conflict of interest, salaries, allocation of physical space, calculation of in-kind for leveraging). This includes collaborating with the applicant to create the budget, researching prices and industry rates when necessary.
- J. Facilitates access to required institutional forms for external submissions, including required institutional signatures (e.g. Office of Research Services (ORS) Checklist) and liaising with other units to ensure that submissions are conducted in accordance with institutional policies and procedures.
- K. Provides preliminary information on Research Ethics, ensuring that applicants are referred to the Office of Research Ethics as required, for protocol submission.
- L. Gathers, interprets, and reviews feedback regarding unsuccessful grants with researchers to assist in strengthening future funding applications.
- M. Under the direction of the Director, gathers, analyzes, interprets, and disseminates highly complex information for use in planning and implementing research initiatives. Develops and maintains data sets including various ranking, benchmarking, and performance data. Verifies accuracy and consistency over time.
- N. Conducts environmental scans, and maintains up to date information, with respect to issues affecting funding, partnerships, rankings, institutional performance, methodologies, and competitive market intelligence.
- O. Monitors project progress and communicates with external clients and institutions to gather information as necessary. Researches and updates knowledge of funding program regulations in order to respond to queries and maximize submissions in a timely and effective manner, and workflow coordination with research office team colleagues. Ensures that grant applications arrive at ORS complete and in a format that conforms to all requirements and is in accordance with competition guidelines.
- P. Supports research chair, awards, and fellowship applications (e.g. Canada Research Chairs, York Research Chairs, Killam Fellowships) as required.

- Q. Communicates with external funding agencies for clarification, feedback, and specific questions. Liaises with ORS and other colleagues to ensure accuracy of information to researchers.
- R. Tracks and analyzes year-over-year data of external grants, contract and award submissions, results of competitions and liaises with ORS to confirm accuracy of research applications and results at the Faculty level.
- S. Facilitates the transition of successful research grants, contracts and awards for faculty members to appropriate post-award services in the Faculty Research Office. 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, VPRI, University Services Centre or other relevant internal support services.
- T. In collaboration with appropriate internal partners, may prepare Notices of Awards and may liaise with research administration staff and other York units within and outside the Dean's Office on post-award administrative issues relating to research sub-grants, transfers and minor grants etc.
- U. Records data on institutional commitments (e.g. cash and in-kind) leveraged on external funding proposals.
- V. Under the direction of the Director and the Associate Dean coordinates the submission of prestigious research award nominations and develops internal processes to facilitate the submission of funding proposals. Communicates specific internal processes and timelines for major competitions to faculty members, students and postdoctoral fellows as appropriate. Coordinates the submission of applications with other university application support service providers (e.g., the Office of Research Services, Faculty research offices, Organized Research Units, etc.). Facilitates internal selection processes when limited numbers of proposals can be put forward to research funders.
- W. Drafts letters of support from Department Chairs/Directors and Faculty Deans as appropriate. ]

**Contacts:**[ faculty members, Office of the VP Research & Innovation (OVPRI), PDFs, ADR&GS, DSR&P, Dean's Office staff, Chairs'/Directors' offices and other Faculty staff involved in the administration of research agreements, Research Accounting, Office of Research Ethics, Advancement, other internal and external colleagues, and funding agencies, e.g. NGOs, Foundations, Corporations, community groups, Federal/ Provincial Agencies. ]

**Reason for Contact:**[ research facilitation, exchange of information, clarify guidelines and communicate results of grant competitions. Ensure alignment with Faculty and University Academic and Research plans. Promote collaboration and inclusive research culture. ]

## 2.[ Internal Grant and Award Facilitation ]

**Percentage of time:** [ 20% ]

- A. Provides advice and support to faculty members in interpreting internal grant guidelines, including budget formulations and content recommendations in compliance with York policies.
- B. Facilitates presentation of submitted internal grants to the Associate Dean, Research & Graduate Studies and Director for review and approval.
- C. Maintains lists of Faculty applicants and results of internal competitions. Liaises with the Director and Faculty Research Office staff to confirm results at the faculty level.
- D. Supports Notices of Award (NOAs) communicating the results of internal competitions to faculty members in the appropriate official language. ]

**Contacts:**[ Office of the VP Research & Innovation (OVPRI), faculty members and PDFs, ADR&GS, Dean, DSR&P, Dean's Office staff, Chairs'/Directors' offices and other Faculty staff involved in the administration of research agreements, Research Accounting, Office of Research Ethics, and other internal colleagues. ]

**Reason for Contact:**[ exchange of information, clarify guidelines, and communicate results of grant competitions. ]

## 3.[ Outreach and Promotion of Research Culture within LA&PS ]

**Percentage of time:** [ 15% ]

- A. Liaises with Associate Dean, Director, Strategic Research & Partnerships, and appropriate members of the LA&PS research office team in order to provide information on anticipated application pressure for each competition and tracks submissions in accordance with the requirements provided by the Director.
- B. Supports the culture of research intensification within LA&PS to align with the Faculty and University strategic research goals, through proactive and creative encouragement to faculty members to engage in research activities at all career stages.
- C. Monitors and reports on faculty research developments to leverage key areas of activity into research proposals and success rates. Reports may include recommendations on process and policy improvement related to research support activities in LA&PS.
- D. Coordinate and present information sessions to Faculty Members relevant to research grants in coordination with Office of Research Services and Research Commons.
- E. Under the direction of the Director, conduct outreach to Departments and ORUs to raise awareness about trend in major grant opportunities and outline Faculty-based facilitation and financial support available in LA&PS.
- F. Based on own insights, observations and experiences, feedback from faculty members, and research metrics makes recommendations to the Director and Associate Dean regarding opportunities to improve processes and systems to best support the needs of LA&PS researchers and to achieve the research aims of the Faculty and University more broadly.
- G. Supports and/or organizes research related celebratory events in collaboration with Associate Dean, Director, Strategic Research & Partnerships and Director, Strategic Communications & Marketing, as well as other relevant staff as needed.
- H. In coordination with the Director, assists with course release and space requests in accordance with Faculty procedures. Collaborates with the Health, Safety & Infrastructure team for space, as applicable.
- I. Working with the Knowledge Mobilization Specialist, supports regular research newsletter communication of internal and external funding opportunities and outcomes to LA&PS researchers.
- J. Maintains regular contact with LA&PS Strategic Communications & Marketing team, and the Knowledge Mobilization Specialist, on submitted and approved grants to facilitate the ability for Communications team to prepare news releases, media requests etc.
- K. Facilitates internal reports on metrics for funding application submission, results, trends, etc, using both faculty-based and centrally-based research management systems ]

**Contacts:**[Office of the VP Research & Innovation (VPRI), faculty members and PDFs, ADR&GS, DSR&P, LA&PS Communications team, Dean's Office staff, Chairs'/Directors' offices and other Faculty staff involved in the administration of research, Research Accounting, and other internal and external colleagues.]

**Reason for Contact:**[exchange of information, clarify guidelines and communicate results of grant competitions.]

**4.[ Other duties as assigned.]**

**Percentage of time:** [ 5%

]

**COMMUNICATIONS:**

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

**PHYSICAL & SENSORY DEMANDS/ENVIRONMENTAL CONDITIONS:**

<input checked="" type="checkbox"/> VDT Use	50%	<input checked="" type="checkbox"/> Verbally abusive	1%
<input checked="" type="checkbox"/> Prolonged visual attention	50%		
<input checked="" type="checkbox"/> Prolonged audio attention	25%		
<input checked="" type="checkbox"/> Hand/finger dexterity	50%		
<input checked="" type="checkbox"/> Prolonged sitting	50%		

## RESPONSIBILITY FOR OTHERS:

	F/T – P/T	Casuals
<input checked="" type="checkbox"/> Gives direction or instructions	]	[1-2
<input checked="" type="checkbox"/> Decides what tasks/projects other should do first	]	[1-2
<input checked="" type="checkbox"/> Arranges work schedules, coordinates work flow & reviews completed work	]	[1-2
<input checked="" type="checkbox"/> Trains others in new tasks or estimates training needs	[4*	[1-2

[ \* The role is responsible for the coordination of workflow only. ]

## QUALIFICATIONS:

### Minimum level of formal education required:

[ Completion of a Master's degree in a relevant field (i.e. Social Sciences or Humanities) 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. Doctorate preferred. ]

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

[ Minimum three (3) years of experience in independent research and graduate work in an institutional setting (e.g. university, government, agency, NGO, private sector), including budget development Experience with analytical, qualitative and/or quantitative research data analysis methods. Expertise and assistance with highly technical Humanities and/or Social Sciences proposal preparation. Demonstrated experience in the successful preparation of grant proposals with proven editorial and writing experience required. Sound knowledge of government research granting councils and other applicable external funding agencies, and research granting processes. Experience developing grant facilitation resources for researchers. Experience with Research Business Intelligent tools is an asset. Comprehension of French in an academic environment is an asset. ]

### Skill(s) required:

- [Effective communication skills, including both written and oral communication, and specific skill in drafting reports, communications, proposals, etc., and interviewing.
- Strong research and analytical skills, with experience in advanced research methodologies relevant to Humanities and/or Social Sciences.
- Proven ability in interpreting external and internal policies, procedures, and regulations.
- Effective advising and interpersonal skills including tact, diplomacy, and discretion in dealing with confidential information.
- Knowledge of Project Management Principles.
- Professionalism, flexibility, and good judgement.
- Strong organizational skills including ability to multi-task, prioritize and meet competing deadlines.
- Proven results-orientation.
- Ability to work independently and collaboratively as part of a team.
- Effective relationship building skills and collaboration and public speaking skills.
- Web User Interface Design, Wordpress, multimedia content development preferred.
- Demonstrated proficiency in MS Office (i.e. Word, Excel, Power Point, Adobe).
- Experience with SharePoint and Office 365 applications and using Cloud Video Conferencing Technologies.
- Demonstrated record of good attendance and punctuality. ]

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: [ **8:30 AM – 4:30 PM** ]

Summer: [ same as above ]

Requests to work overtime may occur periodically throughout the year

Peak periods for this position: [ January to April, September to November annually ]

Vacation restriction: [ September to November annually ]