Project Coordinator, Centre for Innovation in Information Visualization and Data-Driven Design (CIV-DDD), York University

**Position Type**
Contract — one year, with a possibility of renewal

**Start Date**
TBD

**Hours**
8:30 am to 4:30 pm, Monday to Friday

**Salary**
$60,000 to $70,000/per annum, with benefits

**Closing Date for Applications**
November 30, 2010

**Job Purpose**
The Centre of Innovation for Information Visualization and Data Driven Design (CIV-DDD) will establish a preeminent research hub for innovation and training in information and scientific visualization in Ontario, one that will be unrivalled in Canada for its equally strong footing in the sciences and the arts. Driven by the increasing complexity of data sets, the need for information data visualization is growing exponentially in scientific, social science, and humanities research, finance, and virtually all industries. The project responds to this need by combining existing regional research strengths to develop new methods and tools for data-driven design by creating a centre for developing a centre of excellence in information visualization, which will result in new products and services as well as highly-trained, data-ready personnel for a variety of data-dependent industries including medical and bioinformatics industries, science and engineering industries, management and financial industries, culture and entertainment industries as well as heritage and educational industries.

The Project Coordinator will be responsible for developing, delivering and maintaining a range of activities associated with the CIV-DDD Project. This includes managing the project budget, assisting with personnel, facilities management, and coordination of researchers, support of workshops and collaborative research projects.

The Project Coordinator works closely with the Principal Investigator (PI), the project’s Executive Committee and the project team, as well as faculty members at York University, the Ontario College of Art and Design University (OCADU) and other Faculties/Universities.
Major Duties include, but are not limited to:

A. Project Development and Management

- Examines, coordinates and implements recognized project goals through strategic decision making in consultation with the PI and the Executive Committee.
- Provides advice, assistance and direction to collaborative research projects by coordinating workshops, annual meetings and other events, ensuring that appropriate arrangements are made.
- Facilitates the formation of interdisciplinary research teams.
- Initiates, develops and maintains effective consultative and collaborative relationships and partnerships with internal and external stakeholders. Negotiates with appropriate representatives of internal as well as external bodies regarding project development and implementation.
- Attends meetings, including Executive Committee and other Committee meetings, in accordance with instructions from the PI, and ensures the preparation and distribution of meeting notes and minutes.
- Prepares, under the guidance of the PI and Executive Committee, interim and final reports on grant.
- Monitors calls for proposals and other opportunities for CIV-DDD and supports its members in obtaining funding for further research projects.
- Takes on a strong leadership role within the CIV-DDD Project, contributing to the building of a cohesive and motivated team that works in an environment that is flexible, adaptable and open to continuous change.

B. Public, Industry & University Liaison

- Serves as the primary contact and resource for the activities of the CIV-DDD Project.
- Establishes and maintains liaison, in accordance with instructions from the PI and Executive Committee, with the project’s external key contacts, including partner universities, governmental and non-governmental agencies, the private sector and involved individuals. This includes representing the PI and the CIV-DDD at strategically important meetings inside and outside the university.
- Actively supports the CIV-DDD Advisory Council, and partnership development.
- Establishes and maintains liaison, in accordance with instructions from the PI and Executive Committee, with the University’s key contacts, including the Office of the Vice-President Research & Innovation, the Office of Research Services, the Knowledge Mobilization Unit, as well as key contacts at OCAD University.
- Maintains filing system for all budget paperwork, ensuring all original invoices and receipts, copies of forms and timesheets are filed and kept for the required time period and then are properly disposed of.

C. Communication and Knowledge Mobilization

- Manages the communication strategy of the CIV-DDD. Ensures the effective flow of information internally and externally (including, but not limited to, promotional material, announcements, correspondence, website content creation, or other activities as assigned).
- Distils existing research into research summary documents that are easily accessible to a non-academic audience.
D. Financial
- Works with the PI and Executive Committee on budget planning and expenditures in accordance with specific guidelines and requirements of York University and external funding agencies.
- Acts as liaison with finance departments at York and OCADU and external funding/accounting departments.
- Supervises grant administration, including the receiving and depositing of payments, overseeing budgetary details and payment of expenses and any reports (e.g. interim and annual expenditures) to granting agencies as required.
- Supervises general accounting services and bookkeeping, including set up of honoraria, bursaries, accountable advances, ETFs, and journal transfers. Prepares purchase orders and cheque requisitions, reimbursement of expenses, and payment of accounts.
- Facilitates planning for supplementary research grants and industry resource commitment.

E. Other Responsibilities as Delegated by the PI
- Conducts other responsibilities as assigned by and agreed with the PI.

**Educational Requirements**
University undergraduate degree required. Master’s degree preferred.

**Experience Requirements**
Three years of recent related experience, preferably in a research environment. Experience interacting with industry is required. Experience with digital media is required.

**Interpersonal Skills**
- Excellent oral and written communication skills are essential, along with public relations skills
- Excellent organizational, planning, coordination and analytical skills
- Demonstrated experience in project management
- A strong record in building sustainable, strategic relationships
- Proven ability to work successfully with a wide range of stakeholders including, researchers, students, staff, and private/public-sector organizations
- Strong interpersonal skills: able to deal courteously and effectively with people
- Political acumen, initiative and flexibility
- Influencing and negotiation skills to develop strategic relationships.
- Demonstrated ability to exercise good judgment and initiative, provide advice and appropriately direct or resolve problems, maintain confidentiality, handle highly-sensitive issues with diplomacy and tact
- Ability to work effectively with diverse groups of people and cross-culturally
- Experience working with large interdisciplinary projects or programs preferred
- Knowledge of research, methodologies and academic disciplines
- Strong computer skills, including word processing, spreadsheets (Excel) and web-based applications.
- Financial management skills including planning and monitoring budgets
Application Process Details
Your complete application package must include a cover letter, résumé, and the names of at least three references.

By submitting an application package, you agree that your references may be contacted prior to any interview offer to gauge your suitability for the position.

Please ensure that “CIV-DDD Project Coordinator” is quoted in e-mail subject lines and all hard copy applications.

Only those selected for an interview will be contacted. Priority consideration is given to Canadian citizens and permanent residents in Canada. York University is committed to Employment Equity and encourages applications from all qualified candidates.

Applications should be submitted to
Hiring Committee
The Office of the Vice-President, Research & Innovation
Fifth Floor, York Research Tower
York University
4700 Keele Street
Toronto, Ontario, Canada, M3J 1P3

Fax — 416-650-8197
Email — rsrchjbs@yorku.ca