

## **RESEARCH PROJECT MANAGER**

**Centre for Feminist Research; Centre for Indigenous Knowledges and Languages; Global Labour Research Centre; Harriet Tubman Institute; Nathanson Centre on Transnational Human Rights, Crime and Security; and Sensorium: Centre for Digital Art and Technology**

### **Overview**

Professors Luann Good Gingrich, Director of the Global Labour Research Centre, and Heidi Matthews, Osgoode Law School (Co-PIs), and Co-Directors (CDs) of the grant “Creating Space: Precarious Status Women Leading Local Pandemic Responses” at York University are seeking a Project Manager. Reporting to the CD, the Manager is responsible for the administration, management, and effective delivery of activities falling under the project. The Manager will provide administrative support for the development and submission of new research proposals related to Indigeneity and intersectional feminist approaches to settler colonialism. This position will work closely with the participating organized research units’ administrative staff, as well as university administrative staff, project CDs, community partners, student assistants, and project staff. Responsibilities include supporting project activities and planning (e.g., preparing ethics application, concluding MOUs and liaising with partner organizations, data management, budgeting, financial monitoring, reporting to funding agencies, knowledge mobilization, and other activities tied to the project and research partnership.

Term: August, 2022 – March, 2024, with possibility of extension

Salary: \$65,000 plus extended health benefits

### **Job Purpose:**

The purpose of this position is to support the effective delivery of research activities while working closely with the Professors Luann Good Gingrich, Director of the Global Labour Research Centre, and Heidi Matthews, Osgoode Hall Law School, and the CDs. The incumbent will develop ongoing relationships with community partners, relevant government departments and agencies, and academic researchers as needed for successful completion of the research program.

### **Major Responsibilities:**

#### ***Financial/Reporting***

- In conjunction with the CDs, develops and monitors grant budgets, administers grant funds, and prepares financial statements
- Processes all receipts and payment transactions including payroll and journal transfers, and arranges for set up of sub-grant agreements if applicable
- Prepares financial forms including purchase orders, cheque requisitions, and reimbursement of expenses for all grants

- Maintains filing systems for all 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
- Reviews year-end financial reports (form 300) generated by Research Accounting for all grants for approval by the CDs
- Prepares, under the guidance of the CDs, interim and final financial reports for all grants
- Other financial and reporting duties as necessary depending on the grant

### ***Administration***

- Provides support to the research process, including arranging and managing ethics review processes, supporting qualitative research processes (e.g., interviews and focus groups), and maintaining research information, including confidential materials and quantitative data
- Arranges and attends team meetings and workshops, takes minutes, ensures the preparation and distribution of meeting notes and supporting documents, and books rooms and catering, as needed
- Monitors calls for proposals and other funding opportunities and advises CDs on suitable opportunities
- Coordinates and assists with preparation and submission of new grant proposals, including budgets
- Assists with involvement of graduate students, including contract preparation
- Ensures maintenance and function of space, equipment, furnishings and supplies, including key distribution, in the project offices
- Responsible for other duties as assigned

### ***Communications***

- Serves as the primary contact and resource for the project's activities; including maintaining and monitoring project email account
- Maintains effective and collaborative relationships with internal and external partners, including the project team, partner organizations, postdoctoral fellows, students, partners (including the federal government) as well as VPRI, Research Accounting, Procurement and other York faculties and participating research units
- Ensures the effective flow of information internally and externally including promotional materials, announcements, correspondence, website and social media platforms or other activities as assigned
- Develops annual and final reports for funding agencies as required

### **Qualifications:**

- Education: Masters or PhD in social science, humanities, or related field
- Experience: prior experience in academic research or related contexts, and/or research project management
- Reading and written comprehension in French is an asset

**Skills/Specialized Knowledge:**

- Excellent oral and written communication skills
- Demonstrated organizational and problem-solving skills
- Proven ability to exercise good judgement, take initiative, and work independently
- Strong interpersonal skills and ability to deal courteously and effectively with people
- Excellent financial management skills and knowledge related to academic projects and grants
- Experience with eReports, Concur, etc. is an asset
- Strong scheduling and record keeping skills
- Strong computer skills, including word processing and spreadsheets
- Demonstrated experience in project administration (experience in a university environment is an asset)

To apply, please submit a cover letter and resume to [lapshr@yorku.ca](mailto:lapshr@yorku.ca) to the attention of Gurpreet Ram, HR Partner by July 31, 2022.

Please put the job title in the subject line. Applications will be assessed as they are submitted, and interviews may start before the closing deadline.