



RESEARCH PROJECT COORDINATOR

Dr. Agnès Berthelot-Raffard (School of Health Policy and Management, York University), is seeking a research project coordinator for the Promoting Black students' Mental Health: A Pan-Canadian Research and Intervention Project on Social Determinants of Health and Equity in Canadian Universities.

ROLES AND RESPONSABILITIES

ADMINISTRATION:

Prepares and attends team meetings and workshops, ensures the preparation and distribution of supporting documents and meeting agenda, books rooms and catering, as needed, takes minutes, act as co-host for technical support.

Supports upstream and downstream the data collection and intervention phases: Provides support to the research process, including arranging and managing ethics review; creates flyers for call for participants; follows the process of ethics certification until REB approval; screens participants according to the study criteria; place them in groups, sends them consent forms, confirm them participation, and maintaining research information, archives confidentially verbatim records as soon as available; creates a database to track participant demographics that anonymizes personal data, Plans and organizes the rollout of activities related to the intervention portion of the project.

Monitoring activities reports: Maintains and monitors the project calendars and work plans; develops monthly/quarterly report of project activities to ensure the project log management; supports the principal investigator in ensuring progress against milestones by flagging areas of concern, writes the annual and final reports for the funding agency as required and according to its norms and templates.

FINANCE/ACCOUNTING

Project budget accounting and administration of financial reporting: Tracks and monitors the grant budget monthly; prepares and submits the expenses payments to the Faculty of Health Research accounting service; maintains filing system for all paperwork (invoices, timesheet, etc), prepares financial forecasts and acts as a relay with the Faculty of Health Research accounting staff members, attends meetings with the funding agency and ensures follow-up on budget if needed,

COMMUNICATION/EVENT ORGANIZATION

Organization of scientific events: ensure the preparation of symposiums and roundtables, books rooms and catering, arranges the guest speakers' travel, welcome the participants, make sure that everything in on track on the event days.

Communication: Ensures the effective flow of information internally and externally including promotional materials, announcements, correspondence, and other activities as assigned; manages the project website and social media, contributes, where appropriate, to disseminating results, particularly by writing scientific reports or co-writing publication with the principal investigator.

ESSENTIAL SKILLS AND EXPERIENCE

- Hold minimally a Bachelor/master's degree in a relevant field with demonstrated recent administrative and accounting professional experiences or in research project coordination (experience in a university environment is a strong asset)
- Excellent oral and written communication skills (Fluency in written and oral French will be a very strong asset. **As the project is panCanadian and bilingual, at equal competency a bilingual candidate will be highly prioritized**).
- Capacity to work autonomously with minimal supervision, ability to take the initiative, follow multiple tasks, set priorities, meet tight deadlines, and manage work in a fast-paced environment.
- Very orderly professional with superior organizational skills to simultaneously handle conflicting priorities and meet tight deadlines and strong attention to details is required for this position.
- Ability to work quickly and efficiently in a complex and frequently changing high volume.
- Respect for confidentiality, intellectual property, and ethical standards.
- Flexibility and resourceful to provide solution in times of needs.
- Demonstrated organizational and problem-solving
- Good knowledge regarding francophone community organizations in Canada would be an asset.

CONDITIONS:

- Contract duration: May 15, 2023, to March 31, 2024
- **21 to 28 hours** per week (on 3 full days of 7 hours-to be determined)
- Hourly rate: \$ 28 to 32 according to experience + 4 % vacation pay.
- The successful candidate will have the choice to work at York University or at Montreal (Rosemont area)

HOW TO APPLY: Interested applicants should submit their cover letter, CV, transcripts, and the name of two work referees, in one PDF file by email: bhdjlab@yorku.ca
Deadline for submitting applications: **April 25, at 11 pm**. Please put "2023-Research project coordinator" in the email subject line and the cover letter.