

Research Project Coordinator - Accessible Science Labs

**Faculty of Science, York University
Keele Campus (mainly remote)**

A multidisciplinary educational research team within the Faculty of Science seeks a Research Project Manager for a project to improve equity and accessibility in science (biology, chemistry, physics) teaching labs.

As a member of the research team, the Research Project Manager will work on a multi-year research project funded by the Academic Innovation Fund, which aims to improve support for students with disabilities/accommodation needs in teaching laboratories within the Faculty of Science. Our work will investigate 1) access needs of our students and their ability to fully use their accommodation, 2) potential barriers present in our current teaching laboratories (both practices and equipment), 3) instructor attitudes toward accommodations (to identify professional development needs), 4) current strategies York instructors and technicians have successfully implemented in teaching labs, and 5) the literature on accessibility needs and best practices in science labs.

The Research Project Coordinator will play an integral role in supporting the research goals and activities. **Duties will include:**

- Coordinating project activities, including data collection
- Designing and coordinating qualitative and quantitative approaches to address the aforementioned goals
- Preparing and submitting ethics protocols, data storage and security, documentation of project activities and outcomes
- Recruitment of study participants
- Liaising with York University's Student Accessibility Services office
- Working with graduate and undergraduate research assistants
- Conducting systematic literature reviews
- Data analysis (both quantitative and qualitative)
- (Co-)authoring reports (including those required by grants), summaries, presentations, and publications
- Organizing and attending research team meetings (including agenda preparation and taking minutes)
- Developing content for department/program websites and publications.

The ideal candidate will:

- Have a minimum of a bachelor's degree in a related field (biology, chemistry, physics) and experience in science education research in the post-secondary environment
- Experience coordinating research projects
- Demonstrated interest in equity, diversity, and inclusion within the sciences, particularly accessibility in undergraduate teaching laboratories
- Experience using qualitative and quantitative research methodologies

- Mixed-methods research experience and knowledge of coding (R, Python) is an asset
- Experience drafting summaries of research results and production of tables, figures and reports
- Commitment to accuracy and attention to detail
- Ability to work independently and as part of a team
- Excellent communication (both verbal and written) skills and experience with presenting and academic/professional writing
- Strong organization skills with an ability to prioritize competing demands and proven ability to meet deadlines
- Experience with research ethics review processes
- Excellent interpersonal skills and the ability to foster positive relationships with multiple groups, both internal and external to the university.

Salary, duration, and location: \$30,000 + 4% vacation pay. This is a part-time position with flexible hours for one (1) year with the potential for an extension. While the position is primarily remote, there will be times (e.g., training, to fulfill job duties) where work in-person at York University is required.

Applications: To apply, please submit as a single pdf file, the following to Dr. Tamara Kelly tijkelly@yorku.ca with “Research Project Coordinator - Accessible Science” in the subject line:

- One-page statement of interest, addressing how your prior research experience will contribute to this project and how this project fits into your career goals.
- Curriculum vitae (CV) including up-to-date list of projects completed, presentations, and publications.

Equity and diversity are fundamental to academic excellence and an open and diverse community fosters inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been historically excluded for reasons of sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

Applications will be reviewed on a rolling basis. **The deadline for applications is August 25.** Anticipated start date is Sept. 15.