

Research Coordinator: Indigenous Health and Wellness

Status: term up to 12 months, with the possibility of extension

Primary Purpose: The Research Coordinator: Indigenous Health and Wellness will act as the primary lead ensuring the coordination and data management for the Cameco Chair in Indigenous Health activity.

Nature of Work: Reporting to the Chair, the successful applicant will work collaboratively with key stakeholders as well as independently. The Research Coordinator will play a key role in the effective coordination, as well as the development and implementation of policies and procedures. The work is varied and diverse and new projects are often undertaken as opportunities arise. This position requires a breadth of knowledge and experience in University operations and project management. The successful candidate must have the ability to work under pressure in a fast-paced environment while balancing competing deadlines and multiple projects simultaneously. The individual must exercise sound judgment and have advanced level project coordination skills. The candidate in this position will be involved in the coordination of the overall projects, ensuring that research activities are occurring as planned and on schedule. The work will involve a mix of administrative and research tasks.

Accountabilities:

- Manage and support Chair initiatives, including internal grant programs, workshops and conferences;
- Research and prepare a broad range of materials, including strategic documents, reports, literature reviews, funding proposals, both independently and in collaboration with the Chair and internal and external partners;
- Ensure the decisions of the Chair are administered effectively;
- Research, prepare and present annual or official reports to funding agencies and University leadership/administration;
- Maintain, prepare and present financial reports and records of the Chair;
- Ensure that studies are carried out to a high quality and as per regulations stipulated by the Tri-Council and other granting agencies, Research Ethics Boards, and other oversight and regulatory bodies;
- Ensure local co-PIs and co-Is (researchers associated with Cameco Chair initiatives) are appropriately supported and oriented;
- Liaise with Chair administration (could potentially be regular calls/meetings);

Qualifications:

Education: A Bachelor's degree in a Health, Life or Social Sciences discipline is required. A Master's degree is preferred. A combination of education and experience will be considered.

Experience: A minimum of five years of experience dealing with diverse operational issues in research administration. A good working knowledge of University policies and procedures and the UniFi System. Demonstrated experience in research project management and guiding/mentoring staff. Experience supporting community members, students and faculty in research is considered a strong asset for this position. Potential candidates will preferably identify as Indigenous or have Indigenous living experience, and a proven track record of working well with Indigenous people.

Skills: Demonstrated competency in the areas of strategic planning, project management and organization, working both independently and collaboratively; delivery of proactive, user-oriented support; excellent communication skills, both written and verbal; strong analytical skills; ability to effectively work with decision-makers to achieve solutions to unique and complex problems; ability to recognize and maneuver through political situations; ability to negotiate effectively in difficult situations; ability to exercise judgment, tact, diplomacy, and confidentiality; and highly proficient computer skills. The ability to effectively manage work under mutually agreed schedules and timelines will be essential. This position requires technical and policy knowledge, an ability to deal with competing priorities and deadlines, and personal initiative and judgment. It will suit an individual who is creative, innovative, versatile, and committed to upholding standards of accuracy, consistency, transparency, and equity in the University community.

Inquiries regarding this position can be directed to Dr. Alexandra King at 306-966-4495.

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