



## **Research Grant Manager**

### **Overview**

Professor Leah F. Vosko, Canada Research Chair (CRC) in the Political Economy of Gender & Work, Political Science, Faculty of Liberal Arts and Professional Studies, York University is seeking a research grant manager. Reporting to the CRC, the incumbent is responsible for the administration, management and effective delivery of activities falling under the Partnership Grant (Closing the Employment Standards Enforcement Gap), Canada Research Chair in the Political Economy of Gender & Work, and Canada Foundation for Innovation grant (Canada Labour Code-Data Analysis Infrastructure). The incumbent will also substantively support the development and submission of new research proposals related to gender, migration, Indigeneity, mobility, and work. This position will work closely with the unit's administrative staff, university administrative staff, and research project team members including graduate students, postdocs and faculty at York and partner universities. Responsibilities include supporting research planning, data management, budgeting, financial monitoring, reporting to funding agencies, knowledge mobilization and other activities tied to the grants and research partnerships of the unit.

Work will be performed remotely while the university is closed, after which the work will be performed on campus at York University.

Term: April 12, 2021 – April 11, 2022, with possibility of renewal

### **Major Responsibilities:**

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

- In conjunction with the Principal Investigator, develops and monitors grant budgets and prepares financial forecasts
- 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 Principal Investigator
- Prepares, under the guidance of the Principal Investigator, interim and final financial and 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 maintaining research information, including confidential materials and quantitative data
- Arranges and attends team meetings, takes minutes, and ensures the preparation and distribution of meeting notes and supporting documents
- Monitors calls for proposals and other funding 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 supervision of casual support personnel. Supervision includes ensuring compliance with Occupational Health and Safety requirements, prioritizing tasks, providing instruction and arranging schedules
- Responsible for other duties assigned

### ***Communications***

- Serves as the primary contact and resource for the unit's research activities
- Maintains effective and collaborative relationships with internal and external partners including the research team, postdoctoral fellows, students, partners (including the provincial and federal government) as well as VPRI, Research Accounting, Procurement and other York faculties and units including ISR, Osgoode, and LAPS
- Ensures the effective flow of information internally and externally including promotional materials, announcements, correspondence, or other activities as assigned
- Develops annual and final reports for funding agencies as required

### **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
- Strong scheduling and record keeping skills
- Strong computer skills including word processing and spreadsheets
- An MA degree with demonstrated experience in project administration (experience in a university environment is an asset)
- Experience in migration and labour studies is a strong asset

To apply, please submit a cover letter and resume to Anna Gordon ([gordonan@yorku.ca](mailto:gordonan@yorku.ca)) by April 26, 2021. 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.