

Jean Augustine Chair in Education, Community & Diaspora

Research Project Manager

Overview:

Professor Carl James, Jean Augustine Chair in Education, Community & Diaspora in the Faculty of Education, York University is seeking a research project manager. Reporting to the Chair, the incumbent is responsible for the administration, management and effective delivery of activities falling under the activities of the Chair. The incumbent will also substantively support the development and submission of new research proposals related to community research and research related to education; youth studies; community; and partnerships locally; regionally; and nationally. This position will work closely with the Faculty of Education's administrative staff, university administrative staff, and research project team members including graduate students, postdocs and faculty at York and members of partner organizations. Responsibilities include organizing and execution for a wide range of events including all logistics, 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 Chair.

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

Term: July 1, 2021 – May 31, 2024

Major Responsibilities:

Events

- Working with the Chair plans and coordinates various events. Responsible for smooth operation of all aspects of the event including liaising with special guests, booking venues and arranging details for set-up, catering, travel and accommodation if necessary, sending invitations or notices and handling RSVP's, acknowledging acceptance to invitations, and parking. Attends events ensuring appropriate set-up and addresses issues that arise.
- Ensures that necessary follow-up correspondence is completed following events.
- Provides feedback to the Chair about the event, such as quotes and attendees to assist in publications. Prepares invoices and other financial forms related to special events. Liaises effectively with appropriate York offices including the Office of the Temporary Use of University Space, Alumni, Parking Services and Advancement Services as required.

Administration

- Provides support to the research process and research project team, including arranging and managing ethics review processes, supporting qualitative and quantitative research

processes (e.g., interviews), and maintaining research information, including confidential materials and research data.

- Arranges and attends team and partnership 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.
- Responsible for other duties as assigned.

Communications

- Assist with and/or co-write reports and publication materials.
- Serves as a substantive contact and resource for the Chair'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.
- Ensures the effective flow of information internally and externally including promotional materials, announcements, correspondence, or other activities as assigned.
- In conjunction with the Chair, develops annual and final reports for funding agencies as required.

Financial/Reporting

- In conjunction with the Chair, develops and monitors grant budgets and prepares financial forecasts.
- Processes all receipts and payment transactions including payroll contracts and forms 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.
- Other financial and reporting duties as necessary depending on the grant.

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 research grants.
- Strong scheduling and record keeping skills.
- Strong computer skills including word processing and spreadsheets.
- A MA degree with demonstrated recent experience in research grant or program role or related work experience (experience in a university environment is an asset).

To apply, please submit a cover letter and resume to jachairrecruitment@edu.yorku.ca with the subject line "Research Project Manager". Posted until filled.

Note: This position supports projects which will aid in the development of policies, programs and initiatives that will engage the issues and concerns of Black children, youth and families in Ontario. As such, preference will be given to candidates working in and with the Black community.

Applications will be assessed as they are submitted, and interviews may start before the closing deadline. All applications are welcome but only potential candidates will be contacted.