**Project:** Digital Justice Research Cluster at York University

**Position title:** Research Associate, Project Coordinator

**Term of Employment:** 25 hours/week, April 1, 2022 - March 30, 2023 (renewable yearly until March 30, 2025).

**Annual Salary:** $32,000 (including benefits)

**Hours of Work:** 24 hours a week, Monday - Friday, between 9am and 5pm

**Reports to:** Patricio Davila (AMPD) and Ganaele Langlois (Communication and Media Studies)

**Location:** York University (remote, Keele and Markham campus)

**Job Purpose:**

The Interdisciplinary Digital Justice Research Cluster is looking for an organized and efficient Ph.D graduate with strong interpersonal skills to help manage and coordinate interdisciplinary team projects on digital justice, community-led research and research-creation.

**Job Duties:**

* aid in the hiring of research assistants
* support the preparation of grant application materials
* coordinate between a variety of research projects in the research cluster
* aid the co-PIs in the communication with a network of 28 researchers
* schedule workshops and speakers series
* coordinate the preparation of reports on project activities
* provide administrative support to the PIs with regards to hiring, payroll, and finance reporting.

**Responsibility for Others:** No

**Job Qualification and Related Skill Requirements:**

* Doctoral degree
* Capacity to work interdisciplinary across arts, social science, humanities, science and engineering.
* Travel: job will be split between remote work and on location at York University’s Keele and Markham campuses.
* Computer skills: Microsoft Office, Email, Zoom.
* Excellent written and oral communication skills in English
* Accuracy with details
* Problem-solving capabilities
* Ability to work independently and in teams
* understanding of interdisciplinary research processes

Please submit: academic CV and cover letter to Patricio Davila (pdavila@yorku.ca) by April 8th, 2022.