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## Job Opening

### Research Coordinator - Administrative Assistant 2 (AESES) - Requisition No 21131

<b>Location :</b>	<b>Full Time :</b>	<b>Posting End Date :</b>
NC. for Truth & Reconciliation	Yes	Jun/12/2022
<b>Expected Start Date :</b>	<b>Permanent :</b>	
Jul/04/2022	Yes	

#### Job Description :

Research Coordinator - Administrative Assistant 2 (AESES)  
Existing Budget-Funded Continuing Full-Time  
35.00 hours/week; Monday - Friday; 8:30 am - 4:30 pm  
Salary Range: \$27.57 - \$38.85 per hour (\$50,177.40 - \$70,707.00 per annum)  
Proposed Start Date: July 4, 2022  
Trial/Probation Period: 840.00 work hours

For more information, please contact:

Lisa Thompson  
177 Dysart road  
204-474-6069 or lisa.thompson@umanitoba.ca

#### Responsibilities :

- Provides research support on NCTR research projects.
- Facilitates and supports community led research.
- Supports the development of NCTR grant applications as directed including reviewing submissions, budget development, editing, obtaining letters of support, and other grant related tasks as assigned.
- Leads the preparation of ethics submissions: complete forms, ensure all information is provided and submit to appropriate board.
- Administers NCTR small grants programs.
- Develops a broad range of written materials, including reports, literature reviews, funding proposals, both independently and in collaboration with the Academic and Research Director and the Research Manager and key stakeholders.
- Provides advice to develop and enhance strategies to support community led research
- Liaises with other university departments, external institutions, NCTR staff, NCTR community partners, NCTR research teams, NCTR partner institutions, universities, research institutes, government organizations, academic and community-based researchers, students and public by developing and maintain effective working relationships. Participates and may represent the research unit in committees internally and externally
- Builds and maintains relationships with Residential School Survivors and communities in support of community engaged research, including outreach activities to Indigenous communities.
- Develops and maintains strong, collaborative partnerships within Indigenous communities to support the NCTR's research activities and goals.
- Works with the Research Manager to report to all stakeholders on NCTR's research activities including drafting materials and organizing meetings.
- Facilitates the knowledge dissemination activities for NCTR research unit including maintaining research unit's web pages, drafting newsletters, blogs, podcasts, etc.
- Assists in preparation of unit budgets and maintains budget records.
- Supervises and assigns work to research staff, assists in the hiring and training of research staff including completing and submitting appropriate paper to human resources.
- Provides advice and assistance to other university departments and administrative unit in support of community led research.
- Interprets and implements research policies, procedures, and participates in planning of research unit activities.
- Keeps up-to-date on university policies, procedures and requirements.
- Ensures the decisions of Research Manager and Academic and Research Director are administered effectively.
- Performs other related duties as required or assigned.

#### Qualifications :

PREFERENCE WILL BE GIVEN TO INDIGENOUS APPLICANTS. APPLICANTS ARE ASKED TO SELF-DECLARE ON THEIR COVER LETTER/RESUME AS INDIGENOUS (FIRST NATION, METIS, INUIT).

#### MINIMUM FORMAL EDUCATION/TRAINING:

- An undergraduate degree in a related field (Indigenous studies, history, sociology) is required.
- A master's degree in a field related to social sciences and humanities is preferred.

#### EXPERIENCE:

- At least two years of directly related research administration experience in a complex environment (i.e. university, government, Indigenous, private sector or professional administration) with some combination of communications, research, event planning, community relations, or program development is required.
- Previous experience working with Survivors, Elders, Knowledge Keepers, or Indigenous communities/organizations is required.
- Familiarity with SSHRC agency and grant funding opportunities is an asset.
- Experience with outreach, networking, programming and publication activities is required.
- Experience in writing and editing research proposals and grant applications is preferred.
- Research experience is required; research with Indigenous communities and Indigenous methodologies is highly desirable.
- Experience in identifying and developing partnerships and relationship building with various stakeholders to develop new initiatives is highly desirable.
- Experience in social media and video conferencing is preferred.
- Experience in publications management is an asset.
- Knowledge of University policies and procedures is an asset.
- Experience with University software in grants, purchasing (EPIC), payroll (VIP), travel booking (Concur) and accounting (FAST), or equivalent, is an asset.
- An acceptable equivalent combination of education and experience may be considered.

#### SKILLS AND ABILITIES:

- Competencies with Indigenous cultural awareness, knowledge, and protocols are required.
- Demonstrated ability to foster strong community connections is required.
- Fluency in Indigenous language and/or French is an asset.
- Excellent leadership and interpersonal skills are required.
- Superior organizational skills are required.
- Strong critical thinking skills, with a demonstrated ability to make sound independent judgments, and take initiative is required.
- Excellent time management skills, with a demonstrated ability to co-ordinate workflow, prioritize work and handle multiple tasks at the same time are required.
- Superior writing and editing skills are required.
- Must be able to receive feedback, take and give direction and seek clarification as necessary.
- Excellent ability to anticipate and resolve problems is required.
- Must demonstrate excellent verbal and written communication skills and be able to work effectively with individuals and groups in social, political, professional, NGO and educational environments.
- A demonstrated ability to work independently and in a team environment is required.
- Must possess competency with word processing, spreadsheet, PowerPoint presentations and online meeting software.
- Must be able to learn new software.
- Must demonstrate a professional and diplomatic work manner and be able to maintain confidentiality.
- Must have exceptional decision-making skills including demonstrated ability to think analytically, anticipate and resolve problems, and exercise sound judgement.
- A demonstrated ability to work with others is required.
- Must be able to identify procedures and processes requiring improvement and recommend, develop, and implement modifications to improve efficiency.
- A demonstrated ability to train and supervise the work of other is required.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.

#### Additional Information :

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring, promotion and tenure (where applicable) for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities).

If you require accommodation supports during the recruitment process, please contact [UM.Accommodation@umanitoba.ca](mailto:UM.Accommodation@umanitoba.ca) or 204-474-7195. Please note this contact information is for accommodation reasons only.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of "The Freedom of Information and Protection of Privacy Act" (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.

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