



RESEARCH COORDINATOR

Nova Scotia Centre on Aging

Recognized as a leader in distance and experiential learning, and based on a strong tradition of social responsibility, Mount Saint Vincent University takes a personalized approach to education to nurture socially responsible global citizens. Founded in 1873, the Mount has been nationally recognized for having one of the lowest student-to-professor ratios, for providing students early access to valuable research opportunities, for its legacy in the advancement of women, and for facilitating critical advancements in food security, healthy aging, literacy, and childhood development. The Mount believes that our people are our foundation and our relationships are built on respect and accountability. Please visit www.msvu.ca to learn more about us.

Mount Saint Vincent University is strongly committed to fostering diversity and inclusion within our community and encourages applications from all qualified candidates including women, persons of any sexual orientations and gender identities and/or expressions, Indigenous persons, African Canadians, other racialized groups, persons with disabilities, and other groups that would contribute to the diversification of our campus. Candidates who identify as being from any of these groups are encouraged to voluntarily self-identify in their application materials. All qualified candidates are welcome to apply; however, priority will be given to Canadian citizens and permanent residents.

Nova Scotia Centre on Aging at Mount Saint Vincent University invites applications for the position of Research Coordinator.

About the Opportunity

The Mount's Nova Scotia Centre on Aging requires a Research Coordinator to support the Director and her associates with the Centre's research activities. The Nova Scotia Centre on Aging is involved in several projects with other universities, community organizations and government, funded by multiple granting agencies (www.msvu.ca/nsca).

The Research Coordinator's responsibilities include identifying funding opportunities, preparing funding applications, designing research studies, conducting literature searches/scans and synthesizing literature, updating and preparing CV requirements for various funding competitions, completing various administrative components of research activities such as documents related to ethics and preparing reports for funders, overseeing the implementation of short term projects, creating and implementing work plans, undertaking research building capacity activities, preparing manuscripts for academic journals and other knowledge translation products including presentations for academic and non-academic audiences.

About You

The successful candidate will have a Master's Degree in a health or social sciences discipline, and will have a minimum of 3 years of demonstrated relevant research experience in a university setting. Specific qualifications include:

- Research project management in university setting
- Experience preparing funding applications for CIHR, SSHRC and familiarity with CV requirements
- Superior writing skills including strong copy-editing skills
- Superior planning, organizational and time management skills
- Hard regard for quality and attention to detail
- Strong interpersonal and communication skills
- Demonstrated experience writing for various audiences
- Understanding of quantitative and qualitative research methods and diverse knowledge translation strategies
- Experience providing direction and support to trainees
- Background in gerontology and/or familiarity with issues related to continuing care sector preferred.

The Mount has officially moved operations to campus; however, depending on public health restrictions due to COVID-19 during the term of appointment the successful candidate may be required to work remotely. Candidates should be proficient in the use of Microsoft Office Suite (Excel, Word, PowerPoint), and have an aptitude for, or previous experience, using business enterprise systems such as Colleague and SharePoint.

Classification: 12 Month, 80% (.8 FTE) Term Contract Position (possibility of extension based on funding and performance)

Starting Salary: \$65,000 to \$70,000 per annum (prorated)

Start Date: September 7, 2021

Application Process: Applications should include a cover letter and resume. To apply for this position, go to www.msvu.ca/careers and follow the online application system. This competition closes on August 9, 2021.