

JOB DESCRIPTION

Position:	Research Advancement Officer	Hours:	Averaging 35 hrs/week
Classification:	Hay	Date:	June 2010
Dept:	Office of Research & Graduate Studies (ORGS)		
Reporting To:	Dean of Research, Teaching & Graduate Studies	Group:	Non Union

PURPOSE:

Working in a team environment, the Research Advancement Officer (RAO) provides pre-award administrative services to assist faculty with identifying research funding opportunities and with developing successful applications for research funding. The RAO will also provide post-award promotion of CBU's research successes.

SPECIFIC RESPONSIBILITIES:

- Research promotion such as, but not limited to:
 - drafting and coordinating press releases related to research successes;
 - working with the Marketing and Communications Department to promote research activities through various media including the CBU website and overseeing the ORGS website updates; and
 - promoting research successes on social media (the RAO will have the primary responsibility for the ORGS social media presence).
- Research Administration such as, but not limited to:
 - providing pre-award support to faculty engaged in proposal processing;
 - organizing various presentations by faculty and students engaged in research activities;
 - overseeing the annual CBU Research Month activities;
 - overseeing the preparation of the Annual Research Report;
 - assisting with the preparation of the Research Matters magazine;
 - assisting with the preparation of proposal budgets;
 - reviewing faculty proposals and proposing possible refinements before submission;
 - within the first six months, must acquire an operational understanding of the regulations of external sponsors including but not limited to SSHRC, NSERC, CIHR, and NSHRF;
 - pre-award administration of standard research grants applications including, but not limited to, SSHRC grants (eg. Connections, Insight Development, Insight), NSERC grants (eg. Discovery, Research Tools and Instruments), CIHR grants, and NSHRF grants;
 - identifying funding sources and informing faculty of these funding opportunities;
 - liaising with faculty and other researchers by establishing and maintaining regular contact;
 - attending appropriate regional and national conferences and building relationships with other institutions for the purposes of research collaborations;

- providing research office support to various research committees; and
- other related duties as assigned.

QUALIFICATIONS:

- Relevant graduate (research-based) degree.
- Experience working in research administration.
- Undergraduate degree with extensive experience in research administration may also be considered.
- Demonstrated proficiency in use of:
 - SharePoint
 - Word
 - Excel
 - Outlook
 - PowerPoint
 - social media (Facebook, Twitter, LinkedIn, Instagram, YouTube)
- Ability to perform effectively in a team environment.
- Demonstrated excellent interpersonal and communication skills.
- Ability to work well under pressure and to meet deadlines.
- Direct experience in a research setting is an asset.
- Flexibility to occasionally work outside normal office hours for special events and during grant application submission periods.