

JOB DESCRIPTION

Position:	Research Advancement Officer	Hours:	Averaging 35 hrs/week
Classification:	Hay	Date:	May 2017
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 Administration such as, but not limited to:
 - providing pre-award support to faculty engaged in proposal processing;
 - assisting with the preparation of proposal budgets;
 - reviewing faculty proposals and proposing possible refinements before submission;
 - providing 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;
 - within the first six months, acquiring an operational understanding of the regulations of external sponsors including but not limited to SSHRC, NSERC, CIHR, and NSHRF;
 - identifying funding sources and informing faculty of these funding opportunities;
 - providing research office support to various research committees;
 - designing and delivering research training and information sessions for researchers.
 - organizing various presentations and speakers' series by faculty and students engaged in research activities;
 - overseeing the annual CBU Research Month activities;
 - assisting with the preparation of the Annual Research Report;
 - assisting with the preparation of the Research Matters promotions;
 - 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; and
 - other related duties as assigned.

- 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;
 - promoting research successes on social media (the RAO will have the primary responsibility for the ORGS social media presence); and
 - preparing researcher profiles for promotions.

QUALIFICATIONS:

- Relevant graduate (research-based) degree.
- Experience working in research administration.
- 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 work outside normal office hours for special events and during grant application submission periods.