



## Research Project Administrator

### Political Economy of Gender & Work

**Term: 1 year contract - subsequent funding renewal pending – possibility of long term extension**

**Salary: \$57,000.00-\$63,000/yearly.**

**Posting Deadline: September 28, 2016**

#### **Job Purpose**

Incumbent is responsible for the management and effective delivery of research activities falling under the umbrella of the Canada Research Chair (CRC). This position enhances, promotes and supports the research climate for investigators working for the designated research projects, as well as the overall climate within the research unit of the Gender and Work Database (GWD), Comparative Perspectives Database (CPD), and Global Employment Standards Database (GESD) projects. Responsibilities include supporting research Reporting to the Canada Research Chair in the Political Economy of Gender and Work (L. Vosko), the planning, data collection, project and grant administration, contributing to the maintenance of the GWD and CPD and, where necessary, the creation of the GESD (i.e., managing RAs collecting resources for its thesaurus and library tools) and reporting, and other activities directly related to the research work under the auspices of the Canada Research Chair, as well as working on special CRC initiatives related to these research activities.

#### **Functions and Duties**

- A. Project Management and Liaison
- B. Grant Applications/Research Proposals
- C. Financial Administration
- D. Meeting, event and publication coordination
- E. Editing and Website Development

#### **Educational Requirements**

Completion of a Bachelor's degree at a recognized University. A postgraduate degree is an asset.

#### **Experience Requirements**

One to two years of experience in a university, government agency, or comparable institution environment, including experience in preparation of grant proposals/documents and research project administration. An understanding of University and Faculty structures, legislation and research-granting processes is essential.

#### **Skills**

- Excellent communication skills, including both written and oral communication
- Specific skill in drafting reports and proposals
- Strong research and analytical skills
- Ability to manage budgets and interpret grant/funding policies, procedures and regulations
- Effective advising and interpersonal skills including tact, diplomacy and discretion in dealing with confidential information
- Flexibility and good judgment
- Strong organizational skills including ability to multi-task, prioritize, meet and keep track of competing deadlines
- Demonstrated proficiency in MS Office software (Word, Excel) is essential

**Please submit Cover Letter and Resume to Lia Cavaliere [lia@yorku.ca](mailto:lia@yorku.ca).**