

**York University**  
**Position Description – YUSA2**

**Position Title:** Institute Coordinator  
**Department:** ORU- Harriet Tubman Institute,  
Vice President, Research & Innovation  
**Classification:** Administrative

**Employment Category:** Part time (up to 24 hours)  
**Job Code:** 953178  
**Band:** 6

**Job Purpose:**

The Coordinator supports the Director in planning and coordinating the ORU's operational activities, including providing administrative and secretarial support to the Director and the Institute's research projects.

The Coordinator is responsible for the development, delivery and maintenance of a range of activities associated with research projects, the Tubman talks, workshops/conferences/seminars. The Coordinator supports the Director in the promotion of the Institute's research to both the campus and external community, including collaboration and engagement with the community.

**Major Areas of Responsibility:**

**A. Institute Administration (30%)**

1. Arranges and attends meetings including Executive Committee and other committee meetings, in accordance with instructions from the Director. Prepares the meeting agendas, takes minutes and ensures preparation and distribution of the meeting notes.
2. Coordinates Tubman talk (acts as administrative support to the faculty member in charge of organizing the Tubman talk, as well as to the Artist in Residence), conferences, symposiums, workshops and other events, ensuring appropriate arrangements (room bookings, catering, travel etc.) are made.
3. Coordinates the work of graduate students' caucus and undergraduate caucus of both the Keele and Glendon campus. Assists the caucus by: prioritizing tasks/projects, arranging work schedules, coordinating work flow, reviewing completed work and relaying information to the Director for approval.
4. Coordinates the preparation and submission of the Annual Report and re-chartering application for review by VPRI, APPRC, and Senate: writing and editing the drafts, gathering information from Tubman members and other related tasks.
5. Under the guidance of the Director, assists in preparing research projects and conference funding proposals on the administrative aspects of the grant applications. This includes data entry on online application forms, formatting and entry of electronic CV, collating, formatting and uploading information and documents from co-applicants, securing necessary signatures, preparing budgets, compiling CVs, reviewing granting agency guidelines, following up with York University departments and Faculties on funding commitments, corresponding with researchers, copy editing applications and facilitating the arrangement of partnerships with external organizations.
6. Coordinates the Tubman Institute membership, including creating application forms, assembling forms, collecting and recording membership information, and communication with members.
7. Makes arrangements for Tubman Institute visiting scholars, including arranging office allocation, setting up email accounts and computer equipment, preparing letters to grant access to York Libraries and arranging for swipe cards and keys.
8. Monitors calls for proposals and other funding opportunities relevant to Tubman related projects, in order to maintain and increase research intensity and effectiveness at the Institute.

**B. Finance Administration (20%)**

1. Assists the Director in budget planning and forecasts by reviewing past years' expenditures and then preparing short-term and long-term budget plans, in accordance to specific York University and funding agency guidelines.
2. Reviews Tubman budget submissions to ensure compliance with York University and funding agency guidelines and requirements.
3. Monitors and reconciles the Tubman operating and research budgets on a monthly, quarterly and annual basis by reviewing and identifying discrepancies, and creating journal entries to correct the discrepancies, as appropriate.

## **Major Areas of Responsibility (continued)**

4. Prepares all financial forms (journal transfers, claims for reimbursement of expenses, cheque requisitions, payroll time sheets, wire transfers, purchase orders, and process payment for suppliers etc.) for review and approval by the Director. Also responsible for receiving and depositing of payments to the Institute.
5. Acts as liaison with Finance, Payroll and Research Accounting at York and external funding agency accounting departments.
6. Prepares, under the guidance of the Director, interim and final narrative and financial reports on grants to the granting agency.
7. Coordinates grants administration including the receiving and depositing of payments, overseeing budgetary details and payment expenses and reports. Works with and acts as a resource for Research Accounting regarding their financial report submissions to granting agencies for Tubman grants.
8. Administers and monitors endowment, community outreach, travel fund, operating budgets, Tubman research grants and/or contracts awarded to the Institute and ensures accuracy of documents processed for those funds.

### **C. Research Project Coordination (15%)**

1. Coordinates and supports research projects related to each cluster, receives direction from the faculty member responsible for the cluster. Coordinates events, ensuring that arrangements are made (room booking, catering, A/V etc.)
2. Provides support to the Principal Investigators on their respective research project's budget planning and allowable expenditures in accordance with specific York University and funding agency guidelines.
3. Supports the organization of workshops involving various stakeholders, including community, policy and research communities about the historical and contemporary issues affecting persons of African descent.
4. Assists the Director with the development of local, national and international research networks and liaise with various community organizations.
5. Supports the Director in fundraising activities and liaise with University Advancement, faculty members, alumni and community partners regarding fundraising issues.

### **D. Communication (20%)**

1. Assists and coordinates the maintenance of Tubman's public presence and internal profile, and maintains the Institute's informational resource services. This entails website development and management, content creation and other activities as assigned, including e-commerce functionality, online registrations, online conference support as well as maintenance and development of the Tubman Archive, promotional materials, announcements, correspondence, and distribution of project publications.
2. Maintains the various Tubman listservs, extensively uses social media (blogs, Facebook, Twitter, Flickr etc.) on various platforms (Wordpress, Dupal, Omega) as well as listservs and websites of Tubman partners and Principal Investigators.
3. Acts as key informational resource by promoting research produced by Tubman associates and partners to subscribers.
4. Disseminates information about Tubman events and activities as well as Tubman research projects and other emerging research, whether from local, national or international sources.
5. Coordinates meetings with external community partners, as well as the annual Open Houses organized to promote and discuss Tubman activities.
6. Ensures the circulation of the Tubman newsletter when produced through various Tubman listservs.
7. Contributes and oversees the maintenance of Tubman's internal and external profile by attending both internal and external events on behalf of the Institute.

### **E. Administrative/Secretarial Support (10%)**

1. Serves as the primary contact/resource for the activities of the Tubman Institute: respond to phone, email and mail inquiries.
2. In consultation with the Director, coordinates the allocation of space (including the scheduling and assignment of research carrels in the Tubman Graduate Student Work Area), keys and/or security cards for members.
3. Coordinates the hiring process for GAs/RAs, work-study students, part-time employees, including preparing job descriptions as directed by the Director, work authorization forms and budgets, and seeks approvals as required.
4. In consultation with the Director, screens applications by sorting resumes based on approved established criteria.
5. Provides training, oversees and coordinates workflow of work-study and graduate students as well as part-time casual employees.

### **F. Other related duties as required (5%)**

## **Job Qualification and Related Skill Requirements**

Completion of university degree in a field related to research on Africa and/or its diaspora in any discipline in Social Science and Humanities.

Minimum 2 years of related work experience in an academic or related research focused unit or NGO environment. Graduate research in reference to multidisciplinary perspective would be an asset, as well as experience in financial and administrative functions.

- Excellent communication skills in English, both oral and written, as well as intermediate skills in French, both oral and written. Ability to communicate in various registers (formal, academic and plain language).
- Strong cross-cultural and interpersonal skills, including tact, diplomacy, sensitivity to diversity and inclusion.
- Comprehensive field-specific knowledge and background to engage in effective outreach and knowledge mobilization.
- Financial management skills for budget monitoring and reconciliation.
- Excellent organizational skills to schedule, prepare and distribute agendas; attend meetings and take minutes.
- Ability to deal with confidential material including personal information, payroll details, grant proposals and other intellectual property.
- Strong project coordination and administration skills.
- Strong time management skills and excellent ability to multi-task.
- Understanding of research procedures and the grant application process to support the administration of research funding.
- Intermediate skills in Microsoft Office (Word, Excel and PowerPoint).
- Ability to develop and maintain websites and digital archives using WordPress, Drupal or Omega. Ability to navigate/migrate/enter data into online forms.
- Ability to draft/prepare correspondence, documents, newsletters, annual reports, and PowerPoint presentations, as well as update or post new information on the Institute's websites and digital archives.

**Additional Language Skills Required:**      Yes

Intermediate French - oral, written and reading. The Coordinator will serve as the primary contact at Tubman, communicating with Anglophone and Francophone members and community partners.