

**Position Title:** Senior Project Strategist  
**Division:** University of Toronto Scarborough  
**Department:** Office of the Vice-Principal Research & Innovation  
**Immediate Supervisor:** Vice-Principal Research & Innovation (VPRI)

## **About Us:**

The University of Toronto Scarborough (UTSC) is a place of energy, enthusiasm and passion. Our commitment to inclusive excellence attracts the brightest learners, scholars and employees from around the globe. Our success has been made possible by the opportunity given to us by our Indigenous hosts to operate on their territory, and we cherish our continuing partnerships with these communities. UTSC is an exciting campus with unlimited potential. Join us on our journey.

As part of the University of Toronto, Canada's leading research university and one of the top research universities in the world, conducting cutting-edge, world-class research is part of UTSC's DNA. The Office of the Vice-Principal Research & Innovation (OVPRI) is responsible for supporting the research and innovation enterprise at UTSC and enhancing the overall research profile of UTSC locally, nationally and internationally.

UTSC and its research and innovation enterprise continue to evolve in exciting ways, guided by UTSC's strategic plan, [Inspiring Inclusive Excellence](#). To help enable the realization of the objectives that animate the strategic plan, the Office of the Vice-Principal Research & Innovation (OVPRI) is undertaking a number of initiatives to enhance the support it provides to the UTSC research and innovation community.

## **Your Opportunity:**

Reporting to the Vice-Principal of Research & Innovation (VPRI), the Senior Project Strategist will conduct research and analysis to help optimize the design and delivery of research related policies, programs, and services that will optimize research supports at UTSC.

To that end, the Senior Project Strategist will complete various projects that will help advance the priorities of the OVPRI. S/he/they will liaise with the VPRI and other members of the OVPRI leadership team as necessary to understand project goals and priorities and will be responsible for developing project charters, which will identify a project's scope, resources and schedule for achieving milestones and project completion. The Senior Project Strategist will plan and implement the project's phases and inform the VPRI of any issues or roadblocks that arise, recommend solutions to project challenges and modify schedules to expedite and/or compress critical paths to meet timelines. The Senior Project Strategist will use a variety of mechanisms to generate information to enable informed decision-making and effective strategy

development, including environmental and best-practice scans, SWOT/gap/trend analyses, and consultation with UTSC and University of Toronto stakeholders. The Senior Project Strategist will serve as a resource to support the creation and operation of project-specific *ad hoc* advisory committees. In doing all of the above, the Senior Project Strategist will contribute to the development of strategies, policies, services and programs that enhance the effectiveness and success of the research and Innovation enterprise at UTSC.

EDUCATION/CERTIFICATION: PhD. PMP certification is an asset.

EXPERIENCE & SKILLS: Four or more years of demonstrated experience in the areas of project management, research, and policy analysis and development. A strategic, creative thinker with excellent analytical and critical thinking skills, superb written and oral communication skills and adept at working collaboratively with a diversity of stakeholders. Excellent interpersonal and relationship-building skills and a problem-solver orientation. Able to interact easily and successfully with senior decision-makers in a manner that facilitates cooperation and consensus building. Demonstrable experience generating sound information/analyses to inform evidence-based decision-making, drafting and delivering presentations and project updates and writing reports and routine correspondence. Ability to work successfully independently and as a member of a team. A demonstrated commitment to equity, diversity, inclusion, and the promotion of a respectful and collegial working environment. Experience working in an academic research environment, especially in research administration in a postsecondary institution, is an asset.

Please electronically submit a cover letter and resume to:

Dr. Shaun Young  
Director  
Office of the Vice-Principal Research & Innovation  
University of Toronto Scarborough  
1265 Military Trail  
Toronto, ON M1C 1A4  
[shaun.young@utoronto.ca](mailto:shaun.young@utoronto.ca)

Posting is valid until position has been filled.

We thank all applicants for their interest, however, Canadians and permanent residents will be given priority and only those selected for an interview will be contacted. If contacted for an interview, please inform us should accommodation be required.

As an employee of the University, you must be fully vaccinated to be able to attend and perform duties on the University premises as required, even if some or all of your duties can be performed remotely. To read about our exemptions please visit our [Guidelines on Vaccination](#).

**Please note:** This is an USW casual position for a period of 5 months, with the possibility of renewal. Terms and conditions of employment for these positions are governed by the Casual collective agreement between the University of Toronto and the United Steelworkers, Local 1998 (“USW”).

Hours of Work: 36.25 hours per week, Monday to Friday 8:45am to 5:00pm.

Salary: \$50.00 per hour plus 4% vacation pay.