



Position Title: Research Officer

Division: University of Toronto Scarborough

Department: Office of the Vice-Principal Research

Immediate Supervisor: Manager, Research Services and Partnerships, Office of the Vice-Principal, Research

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 (OVPR) is responsible for supporting the research and innovation enterprise at UTSC and enhancing the overall research profile of UTSC locally, nationally and internationally.

Your Opportunity:

Reporting to the Manager, Research Services and Partnerships, OVPR, and working closely with the Research Administration Officer, the Research Officer provides effective and efficient service and support to research administration, external research-funding related activity, and other initiatives established by the Vice-Principal Research and/or the Director of the OVPR.

EDUCATION: University degree, preferably in the life or physical sciences and/or engineering.

EXPERIENCE: Demonstrated experience in the area of providing effective and efficient service and support to research administration and in supporting the development of applications for research funding.

DESCRIPTION OF RESPONSIBILITIES

- Advising on improvements to draft funding proposals to better meet agency requirements
- Coordinating the preparation of submission materials
- Verifying research funding proposals are complete, accurate and adhere to sponsor guidelines
- Disseminating information regarding research funding programs and opportunities to the research community
- Keeping well-informed on funding opportunities and resources, application policies/procedures and key deadlines
- Updating and maintaining database records
- Drafting presentation materials
- Delivering presentations to promote programs, opportunities and/or initiatives
- Preparation of weekly research bulletin
- Process U of T research grant application information submissions for approval by the Vice-Principal Research (UTSC)
- Other duties as assigned

Please electronically submit a cover letter and resume to:

Dr. Shaun Young
Manager, Research Services and Partnerships
Office of the Vice-Principal Research
University of Toronto Scarborough
1265 Military Trail
Toronto, ON M1C 1A4
shaun.young@utoronto.ca

Deadline for receipt of applications is 11:59pm on September 23, 2019.

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

Please note: This is a full-time, contract position lasting four (4) months and is part of the USW Local 1998 bargaining unit.

Salary: \$39.74 per hour plus 4% vacation pay.

Should you have any questions regarding this opportunity, please contact Dr. Shaun Young (shaun.young@utoronto.ca).