

Opportunity: Grants and Research Facilitator

Office of Research, Scholarship and Community Engagement

Staff - Permanent

Competition Number: 997405

About MRU

Founded in 1910 and located in Calgary, Alberta, Canada, Mount Royal University grew into a vibrant college in the 1930s and became a mid-sized university in 2009. Mount Royal has carved out a distinct niche by offering smaller class sizes, a robust liberal education and unique undergraduate programs. Currently, nearly 14,000 credit students choose from 12 bachelor degrees and 32 majors.

The Grants and Research Facilitator works closely with the Office of Research, Scholarship and Community Engagement to support faculty in securing resources (grants, awards, contracts) and providing capacity-building opportunities to facilitate research, scholarship and creative activity. The position includes assistance with post-award management, compliance and reporting. The role also encompasses assistance with managing community-engaged research and supporting undergraduate research opportunities. The successful candidate will have demonstrated capacity in successful grant writing in the post-secondary realm. The position reports to the Manager, Research, Scholarship and Community Engagement.

Responsibilities

- Identification and communication of research and scholarship funding opportunities.
- Maintain an awareness and working knowledge of federal and provincial research granting agencies, including program changes and updates.
- Research and identify relevant funding opportunities available through foundations and industry.
- Assist with the delivery of internal research and scholarship grants and award opportunities.
- Work with faculty members directly and in small peer groups to facilitate improvement in grant application quality towards increased funding success.
- Assist in the preparation of research project budgets and project management plans.
- Assists in the review of grant, award and contract applications to ensure files are submitted on time and in compliance with the relevant agency guidelines.
- Facilitation and delivery of workshops and events aimed at increasing awareness of relevant funding opportunities and improving success in grant and proposal development.
- Assist with the identification and management of community-based research relationships.
- Identify and coordinate opportunities for undergraduate research funding at MRU.
- Timely compilation and analysis of data on the number of applications and success rates of research and scholarship funding applications.

- Coordinates with external vendors to obtain documentation and quotes for equipment, instrumentation and supplies required by granting agencies.

Qualifications

- Demonstrated success in grant writing and research facilitation, ideally in a post-secondary context.
- Excellent communication skills and an ability to work across a wide variety of disciplines and types of research.
- Demonstrated leadership skills to facilitate and coordinate collaborative work among faculty, students and administrators.
- A working knowledge of the Canadian academic funding landscape.
- Strong editing and research budgeting skills.
- Ability to plan, organize and prioritize conflicting and competing deadlines.
- Capacity to manage communication with faculty, students and administrators during stressful periods near application deadlines.
- Experience with grant management software and systems.

Why Work for MRU

At Mount Royal University, we recognize that people are a combination of many intersecting identities; we work to cultivate an environment that welcomes the whole person, and harnesses the strength that is available in our diversity, creating a rich and inclusive workplace where each person's individuality is appreciated.

Mount Royal University offers a competitive total compensation package including health and dental benefits, pension, a health spending account, paid vacation, Christmas leave, personal days and a free membership to our fully equipped recreation centre.

Starting Salary: \$2655.63 - \$2872.17 Semi-monthly
Closing Date: May 24, 2019
Classification: Administrative Support IX/Grid 28

Applications must be submitted online through the MRU Human Resources Careers website (<https://mtroyalca.hua.hrsmart.com/hr/ats/JobSearch/index>). We thank all applicants for their interest. Only applicants selected for an interview will be contacted.

For more information please contact Melissa Dean, Manager, Office of Research Scholarship and Community Engagement at: mdeane1@mtroyal.ca