



IDENTIFICATION

Department	Position Title	
Aurora College	Research Coordinator	
Position Number	Community	Division/Region
91- 15213	Fort Smith	Research

PURPOSE OF THE POSITION

Reporting to the Manager, Research Ethics & Regional Programs and as part of the Aurora Research Institute (ARI) team, the Research Coordinator will support research projects with diverse partners in order to address key social and health issues impacting the Northwest Territories.

The Research Coordinator is a critical member of the ARI research team who contributes directly to the success of research studies by coordinating, conducting, and implementing research and program delivery activities on a variety of subjects. This includes providing assistance on larger projects, including administrative tasks, data collection, analysis, reporting, development of written and visual deliverables, knowledge translation, dissemination, and project communication. Additionally, the Research Coordinator may lead research projects or program deliveries with supervision of the Manager, Research Ethics & Regional Programs. This may include observing regulatory requirements, coordinating logistics, designing research methods, conducting evaluation activities, supporting event planning, drafting budgets and communications, completing project deliverables, and representing ARI on research project teams.

SCOPE

The Research Coordinator will provide support to multiple diverse research projects. The incumbent will work directly with stakeholders, community members, researchers, funders, local businesses, partner organizations, and others as a project liaison and plays a central role in ensuring research and project communications are professional, positive, and successful. This position requires the incumbent to complete multiple deliverables with firm deadlines. The incumbent will be required to exercise good judgment in determining how best to meet work priorities and objectives.

The Research Coordinator will efficiently arrange and complete research tasks that have a direct impact on the success of local and territorial programs of research. The incumbent will work closely with a research team that includes the Manager, Research Ethics & Regional Programs and will be accountable for arranging and conducting interviews, focus groups, surveys, and other data collection activities in a professional and positive manner.

The Research Coordinator is responsible for producing high-quality final outputs from research projects, including reports, workshops, and outreach activities. The incumbent may provide significant support to research project and program delivery teams on a number of different subjects, including acting in the role of Project Coordinator and Project Manager in collaborative environments. The incumbent is responsible for supporting, and facilitating research across the Northwest Territories, working with community partners, Indigenous organizations, external researchers, industry, and governmental contacts.

The incumbent will be responsible for understanding and following research ethics protocols when working with human participants. The Research Coordinator will work with other departments as needed, including working with the Finance department to complete administrative tasks according to College procedures. The position is located in Fort Smith. Travel within Canada may be required for data collection, knowledge translation, and dissemination activities.

The incumbent must work within the context of Aurora College programs, policies, and procedures; Aurora College strategic and business plans; the Collective Agreement; GNWT policies and procedures; and various other standards, guidelines, and agreements. The incumbent is a representative of the College with the community and the NWT and therefore plays a critical role in creating and promoting a positive image for the College.

RESPONSIBILITIES

1. Coordinate and collaborate on research and program delivery activities in communities across the territory

- Assisting with designing and developing all stages of research projects and programming;
- Working with various groups to develop NWT-focused research and program deliveries;
- Coordinating data collection and monitoring project progress;
- Completing project reporting requirements;
- Analyzing data and collaboratively determining project results;
- Communicating research results to multiple stakeholders, including academics, partners, funders, stakeholders, college staff and community members;
- Representing ARI as a research partner and collaborating as part of multi-stakeholder project teams;
- Drafting reports and articles containing research results in appropriate venues.

2. Provide research assistance on specific projects, both independently and under the guidance of the Manager, Research Ethics & Regional Programs

- Collecting data using multiple methods, including: literature reviews, internet and grey literature searches, interviews, focus groups, surveys, and other methods, as needed;

- Responsibility for participant recruitment, safeguarding confidentiality of data and participant information, adherence to data security and storage procedures;
 - Recording, organizing, categorizing, and summarizing data using multiple strategies, research methods, and tools, including software and web applications;
 - Contributing to analysis and interpretation of data and research findings;
 - Preparing written reports, summaries, presentations, and submissions for funders, research partners, College leadership, policymakers, etc.
 - Participating in knowledge dissemination activities at community-, territorial-, national-, and international-level.
- 3. Participate in communications, outreach, and education activities that promote science and research, provide information the public and various interest groups, and foster engagement between the community and the Aurora Research Institute.**
- Designing and implementing activities/programming for schools, youth, camps, organizations, and community groups based on subject area expertise or research topic;
 - Participating in relevant local events, meetings, gatherings, activities, etc. as an ARI representative;
 - Collaborating with local stakeholders, organizations, community members, and others on activities and events that encourage engagement with science and research, knowledge transfer, and capacity building.
- 4. Provide operational and administrative support to the Manager, Research Ethics & Regional Programs**
- Providing various levels of support on multiple ARI projects, including administrative processes, research activities, project communications, and other duties, as needed;
 - Attending regular meetings, preparing meeting agendas and minutes, preparing spreadsheets for tracking and monitoring progress, documenting and recording research processes and activities;
 - Assisting with creation and administration of surveys, interviews, focus groups, study design, and funding applications, as required;
 - Administering and responding to project-related email and information requests, communicating clearly and professionally with a range of stakeholders, including: community members, partners, research participants, local organizations, researchers, funders, and the public about ARI projects, activities, and priorities.

WORKING CONDITIONS

Physical Demands

Most work will be performed in a traditional office environment.

May need to lift and carry large or heavy items/objects/boxes occasionally.

Environmental Conditions

Incumbent is subject to normal office settings.

Occasional travel to other offices, college locations conferences or other locations by road or small aircraft may be required.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- knowledge of qualitative research methods, theories, procedures, and standards;
- knowledge of research ethics standards, especially the Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans;
- demonstrated knowledge and academic background in health or social sciences;
- demonstrated experience in research program design and coordination
- superior written skills, editorial ability, and familiarity with academic and plain language writing;
- strong presentation and verbal communication skills, with the ability to facilitate meetings, workshops and presentations
- strong research and analytical skills
- knowledge of the following computer programs: word processing, spreadsheets, databases, e-mail systems, online journal databases;
- strong interpersonal skills, tact and diplomacy;
- excellent active listening skills, time management, and organization skills;
- excellent verbal and written communication skills, with the ability to facilitate meetings and workshops
- ability to train and work effectively with others;
- knowledge of northern cultures;
- ability to work under pressure and to meet deadlines and work on multiple projects simultaneously;
- ability to work both as a member of a team and independently, as required;
- self-motivated with the ability to take on new challenges

Typically, the above qualifications would be attained by:

- a Bachelor's degree in social or health sciences, the humanities, or equivalent;
- 3 years of experience working in an academic or community research environment.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

Indigenous language: Select language

☐ Required

☐ Preferred