

IDENTIFICATION

Department	Position Title	
Aurora College	Special Projects & Laboratory Coordinator	
Position Number	Community	Division/Region
91-7361	Inuvik	Research Division

PURPOSE OF THE POSITION

The Special Projects & Laboratory Coordinator is a split function position. The incumbent is accountable for managing, coordinating, and delivering on special projects and responsible for technical laboratory support services at the Western Arctic Research Centre (WARC).

The Special Projects & Laboratory Coordinator provides preventative and corrective maintenance on laboratory equipment, ensuring that equipment is operational and in good working order. They are also responsible for sourcing, purchasing, and installing/replacing new consumables and equipment, as required.

SCOPE

This position is located in Inuvik and reports directly to the Manager, Western Arctic Research Centre Logistics and Facilities. The position contributes to the Aurora Research Institute (ARI) as the Research Division of Aurora College by addressing the concerns facing the Institute by relevant project coordination.

The incumbent also ensures that the laboratories at the WARC are in good working order and made available to all staff and students of the College as well as external organizations and individuals that are serviced by the Centre.

The incumbent works as an internal and external consultant on behalf of the Institute. The special projects undertaken by the incumbent are important as they may generate third party funds needed for effective operations. They may also be responsible for internal project management depending on the needs of the Research Division. The incumbent will work with the Director, Western Arctic Research Centre to develop these projects.

The Special Projects & Laboratory Coordinator position is responsible for networking, communicating, researching potential projects and contracts, writing proposals, soliciting funding and managing projects undertaken by the Institute.

RESPONSIBILITIES

1. Undertakes special project coordination.

- Networks with local and territorial industry and local, territorial, and national funding agencies to develop and fund third party projects;
- Works with community, Indigenous, co-management organizations, local industry, as well as federal and territorial government agencies to address research gaps and community concerns in the Beaufort Delta Region;
- Collaborates with partners to develop projects that benefit the mandate of ARI as the Research Division of Aurora College;
- Prepares detailed funding proposals for research projects;
- Develops partnerships with public, private and not-for-profit organizations to collaborate on projects;
- Manages projects once awarded to ensure timely program delivery;
- Obtains the required permits and licenses for research projects;
- Prepares service contracts to support field programs;
- Coordinates field logistics and data collection;
- Analyzes data and prepares the results for dissemination;
- Initiates unsolicited proposals for new and existing projects;
- Prepares detailed budgets, plans, and program evaluations that are reflective of costs of initiatives including in-kind support; and
- Track project related expenses.

2. Provides laboratory services to the Aurora Research Institute (Research Division) user groups.

- Responsible for the overall maintenance of laboratory instruments;
- Maintain laboratory equipment by routine maintenance and schedule servicing, preparing standards, calibration checks, control standards, and reference materials;
- Conducts preventative and corrective maintenance on laboratory equipment and instruments, ensuring that laboratory equipment is in good working order;
- Responsible for checking new equipment within the laboratory to ensure it meets manufacturer and laboratory specification and is calibrated prior to use;
- Assesses the need for new consumables and equipment in laboratories;
- Maintain inventories of laboratory supplies;
- Source, purchase, and install/replace new consumables and equipment, as required; and
- Advise, train, and support external users of laboratory facilities.

3. Communicates research results to community and academic audiences.

- Compile, analyze, and disseminate research results in plain language reports, technical reports, and academic peer-reviewed publications;
- Present research results at regional, national, and international conferences; and conduct community information sessions regarding regional research projects;

- Supports ARI educational outreach initiatives including development of materials, planning, and delivery;
- Uses a range of technology including print, television, digital, and social media to raise awareness of STEM outreach activities in the region and to provide access to materials and content;
- Represent the institution on committees as determined by the Director, Western Arctic Research Centre; and
- Participate in and regional and local meetings/committees.

WORKING CONDITIONS

Physical Demands

Fieldwork may require heavy lifting (30-50 lbs.) and carrying gear across difficult terrain. During the research season (spring and summer) this is weekly and during the fall and winter is occasionally.

Environmental Conditions

Fieldwork can occasionally take place in winter temperatures and will take place weekly during the spring/summer research season in hot, buggy summer conditions.

Sensory Demands

No unusual demands.

Mental Demands

Minimal travel will be involved as required for field work, both in the winter and summer seasons.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong knowledge and academic background in the fields of physical or environmental science.
- Knowledge and understanding of the implementation, development, coordination, delivery, and evaluation of projects with various timescales and scopes.
- Demonstrated knowledge in designing, implementing, and managing projects.
- Experience building and maintaining collaborative partnerships.
- Skills and ability to liaise with partners, stakeholders and community groups.
- Demonstrated technical writing, reporting, and data analysis skills.
- Knowledge of proposal writing process and working in partnership with other service agencies to deliver programs.
- Strong technical skills related to the operation and maintenance of laboratory equipment.
- Experience working with field teams in remote environments.
- Strong interpersonal and relationship building skills.
- Independent and innovative with the ability to take on new challenges.
- Must be able to work in a team environment.
- Self-motivated and able to motivate others.
- Knowledge, experience, and an understanding of working in a cross-cultural environment.

- Ability to use Microsoft Office, e-mail, Internet, and basic office equipment.
- Sound knowledge of Northern Canada.

Typically, the above qualifications would be attained by:

- Completion of a Bachelor's degree in a relevant field
- 5 years' experience in scientific research, as well as developing and implementing research methodology

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