

**Job Posting**  
**Research Assistant**  
**Center for Indigenous Peoples' Nutrition and Environment (C.I.N.E.) of McGill University**

**Position title:** Research Program Coordinator  
**Duration:** One year (possibility of renewal)  
**Hourly rate:** 32.18  
**Supervisor:** Pr. Treena Wasontio Delormier, PhD, PDt, School of Human Nutrition, McGill University

**Position Summary**

The person responsible acts as research project coordinator for all management activities of the Research Program which includes the [Centre for Indigenous Peoples Nutrition and Environment](#), [Canada Research Chair program](#), [Tahatikohsontóntie' Quebec Network Environment for Indigenous Health Research \(NEIHR\)](#) and the [Kahnawake Schools Diabetes Prevention Program](#). They will assist the Nominated Principal applicant and her research team partners (approx. 10) with the management of the research activities related to the research program. Research Assistants are part of the [Association of McGill University Research Assistants \(AMURE\)](#).

**Tasks and responsibilities**

Coordinates the organization of research project activities (i.e., with university-based and community-based research assistants, team meetings, annual gatherings of partners). Serves as the primary contact person and redirects queries and information to appropriate collaborators. Handles arrangements for project meetings (stakeholder's availability, room booking, submission of documents, agenda). Acts as resource person in matters of administrative processes (research ethics renewals, material transfer agreements, finance, pay documentation, expense reports, purchasing, contractual obligations follow-ups) to several stakeholders (chairs of steering committee or advisory circles, students, casual staff, research assistants, trainees, PIs from other institutions or organizations). Resolves most administrative problems; contacts appropriate units in Faculty or at McGill downtown to seek assistance as needed (OSR, REB, HR, IT, FST). Facilitates flow of information and issues between PI and students, especially during PI's absence.

Assists with program management for multiple research projects: Assisting with research ethics review processes and submissions, amendments, approval renewals and project closures; report writing, Publication preparation and submissions, coordinating multiple author contributions, website content.

Ensures that graduate students and casuals are onboarded.

Maintains liaison with departmental resource person with regards to human resource matters and processes.

Maintains liaison with departmental Administrative Assistant for processing of appointment and reappointment forms or awards.

Administers financial aspects for the project. Monitors budget and expenditures for 7 funds. Maintains awareness of account balances at all times. Resolves any discrepancies with FAES Financial Services Team or Grants Administrator; ascertains university or funding agency regulations. Alerts PI when OE is anticipated or remaining balance needs to be spent on time, and makes recommendations on use of alternate funds.

Prepares expense reimbursement reports (PIs, students) and ensures receipts are in accordance with rules of granting agencies; requests travel advances. Provides guidance to students in relation to travel policy, eligible expenses, use of rented vehicles, available budget at research sites, etc. Makes reservations for various purposes (hotels, vehicle rental, attendance at conference, etc.)

Uses MMP for ordering lab and research materials, equipment or office supplies. Keeps abreast of changes in Procurement policy. Requests creation of new vendor if necessary. Reconciles monthly statements against receipts.

Handles general office tasks (phones, document safekeeping, photocopier, IT services, building access, maintenance calls to Facilities, etc.)

### **Requirements/Qualifications**

- MSc or comparable experience developing research skills
- Familiar with community-based research projects and relationship building
- 2 to 4 years' experience (or, prior administrative experience) working in an administration setting
- Strong planning, coordinating and organizing skills
- Excellent time management
- Familiarity with the academic environment an asset
- Proficient in MS Office, web-based software's, business meeting calendar & meeting software; McGill Library system, social media
- Familiarity with invoicing, billing and reimbursement claim systems
- Self-motivated and able to work independently, as well as within a team setting
- Very strong written and verbal communication skills
- English-French bilingualism an asset

### **How to Apply**

[https://mcgill.wd3.myworkdayjobs.com/en-US/McGill\\_Careers/job/MacdonaldStewart-Bld/Research-Assistant\\_JR0000042624](https://mcgill.wd3.myworkdayjobs.com/en-US/McGill_Careers/job/MacdonaldStewart-Bld/Research-Assistant_JR0000042624)

Applicants external to McGill will set up an account to apply for this position.

**Deadline: June 28 2023 2023**

***McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, [accessibilityrequest.hr@mcgill.ca](mailto:accessibilityrequest.hr@mcgill.ca).***