



IDENTIFICATION

Department	Position Title	
Aurora College	Coordinator, Research Grants	
Position Number	Community	Division/Region
91-16868	Inuvik	Research

PURPOSE OF THE POSITION

The Coordinator, Research Grants (Coordinator) is responsible for managing research administration processes and grant tracking for research projects and activities taking place at Aurora College and in the institution’s broader research community across the Northwest Territories (NWT). Aurora College is also transforming into a polytechnic university and the Research Services team will play a key role in expanding northern research and supporting the success of the polytechnic university.

The Coordinator is responsible for providing research services and support at multiple sites, including Aurora College’s three campuses in Inuvik, Yellowknife, and Fort Smith. The incumbent provides administrative support for faculty and student research grant and funding applications; promotes research funding opportunities; administers and monitors research contracts, grants, and awards; and supports the administration of research subcontracts in compliance with all regulations, terms, and conditions.

The coordinator also maintains institutional research award tracking systems, compiles institutional research metrics, and acts as a liaison with the Tri-Council and other research funding agencies.

SCOPE

Located in Inuvik, the Coordinator, Research Grants reports to the Director, Research Services. The Coordinator provides assistance and support related to research and its administration. This includes monitoring and identifying funding and other research opportunities, maintaining calendars of relevant dates and deadlines, assisting with proposal development and research reporting, and interpreting application guidelines and eligibility. The Coordinator advises faculty and researchers on the administration of research projects and funding, and

provides administrative support for both externally and internally funded research projects throughout the project lifecycle.

The Coordinator is integral in tracking analytical and performance metrics related to institutional research activities, tracking research projects, and compiling data and information that is used in both grant and divisional reporting. The incumbent works closely with the members of the Research Services team, particularly the Facilitator, Research Development and the Manager, Research Accounts, as well as with Aurora College faculty and researchers.

This position is governed by a range of legislation, strategies, and plans, including the *Post-Secondary Education Act*, the *NWT Scientists' Act*, the *Aurora College Act*, as well as the *College's Strategic Plan* and *Academic Plan*.

RESPONSIBILITIES

1. Track institutional research programs and awards.

- Maintain records of all active and archival research projects
- Maintain a record of all grant reporting deadlines and requirements
- Maintain a record of all grant applications submitted by Aurora College faculty, staff, students, and affiliated researchers
- Serve as the institutional first point of contact for research granting and funding agencies in all matters related to grant and fund administration

2. Ensure that institutional research administration processes meet national requirements/standards.

- Ensure that all post-award administrative requirements and processes are completed in a timely fashion
- Assist Research Services staff with all post-award administrative processes
- Provide input and advice on administrative aspects of research grant and funding proposals
- Review research grant and funding proposals prior to submission to ensure that eligibility requirements are met
- Maintain awareness of the national standards for research grant and funding agencies, and monitor emerging changes to these standards
- Attend information and training sessions offered by major research grant and funding agencies to keep Aurora College up to date
- Develop institutional protocols and processes for research grant and funding applications to ensure that all national requirements, standards, and deadlines are met

3. Manage and communicate information related to research funding opportunities.

- Monitor all relevant research grant and funding opportunities, including post-secondary funding sources, applied research grants, and funding opportunities awarded through the federal Tri-Agencies
- Maintain a list of funding application deadline dates and effectively communicate this to the Aurora College research community

- Offer information sessions about research grants and funding opportunities to faculty and researchers
- Collaborate with Managers and other staff in the Research Services Division to support the development of research grant and funding applications by Aurora College researchers
- Provide metrics, data, and information as required for grant and funding applications
- Assist Aurora College faculty, staff, and students with the interpretation of funding guidelines and eligibility
- Subscribe to, and monitor relevant mailing lists, such as those targeted to post-secondary and northern research, and share relevant information with Aurora College faculty, staff, and students as appropriate
- Communicate information regarding funding calls and applications to institutional faculty, research associates, and partnering organizations

4. Oversee internal allocation of Research Funds

- Solicit applications from eligible researchers
- Review applications for eligibility and completeness
- Oversee the application review and fund allocation process
- Collect reporting requirements from those researchers who were awarded research funds

5. Promote and represent the institution.

- Maintain membership and involvement in the Canadian Association of Research Administrators.

WORKING CONDITIONS

Physical Demands

There are no unusual physical demands associated with this position.

Environmental Conditions

There are no unusual environmental conditions associated with this position.

Sensory Demands

There are no unusual sensory demands associated with this position.

Mental Demands

There are no unusual mental demands associated with this position.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of research methods.
- Knowledge of northern research, research funders, and research administration.

- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint), Adobe Acrobat, and SharePoint.
- Written and oral communication skills to relay information and provide guidance on grant and funding application requirements/procedures.
- Time management and project management skills.
- Ability to assist in the development of communication plans and media strategies.
- Ability to advise on the development of funding applications and research reports.
- Ability to manage and administer multiple projects with tight deadlines.
- Ability to understand the needs of target audiences.
- Ability to lead work teams and to work independently.
- Experience in budgeting, accounting, and financial management.
- Knowledge, experience, and an understanding of working in a cross-cultural environment.

Typically, the above qualifications would be attained by:

- Master’s degree in a relevant field
- 3 years’ experience in research administration or project management

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