Office/Department/Program: Vice-Principal Research Portfolio

Hiring Coordinator: Rebecca Pero, Information and Project Coordinator

Hiring Coordinator Email: rpp1@queensu.ca

Job Title: Research Activity Coordinator

Number of Positions: 1

Fellowship Mentor (if identified at this time): TBD

Brief Description of Your Unit/Organization:

The Vice-Principal Research Portfolio (VPR) promotes and advances research activity at Queen’s through the coordination of research services, ethics and compliance, research security, partnerships and innovation, and advanced computing resources. As such, the VPR aims to propel research and knowledge mobilization to strengthen Queen’s inter/national impact.

External funding is an important element of the research enterprise at Queen’s, and the Tri-Agency is Canada’s primary funder. In March 2021, the Tri-Agency released a Research Data Management (RDM) Policy requiring institutions to establish an institutional strategy and provide support for data management planning and data deposit. RDM is a best practice and sound research data management practices are an obligation of the research community. With the release of the Tri-Agency Policy, the VPR established a series of committees and groups to oversee RDM-related work at Queen’s.

Queen’s University is committed to advancing the principles of Equity, Diversity, Inclusion and Indigenization (EDII) in all aspects of research including the production of knowledge, equitable access to funding opportunities, and inclusive and diverse research team composition. The University recognizes that EDII policies and practices strengthen the research community, as well as the quality, social relevance, outcomes, and impacts of research.

Intern Responsibilities and Learning Outcomes:

The incumbent will work with staff in the VPR to enhance ongoing research data management tasks and activities, including, but not limited to interacting with staff, faculty and students across campus to promote and educate on RDM, and may, for example, help develop promotional materials for activities and instruction, meet with VPR staff and with faculties to provide information on RDM, and attend relevant meetings and help with meeting-related tasks. This work may require
attention to amplifying practices that encourage good stewardship of research data, compliance to funding obligations and due diligence with respect to sharing data and research partnerships.

The successful intern will gain knowledge of the day-to-day operations of research administration at Queen’s, will expand on communication and organizational skills that are essential in university administration, and will enhance their professional network.

**Desired Qualifications**

**Required:**

- Initiative, resourcefulness and ability to work with some supervision, in support of the design, implementation and completion of strategic projects, and to make recommendations as required.
- Ability to conduct research and gather and synthesize information from multiple sources.
- Project management and coordination techniques, including document management skills in order to manage amendments and different versions of complex documents.
- Interpersonal and communications skills (oral and written), including report writing, minute taking capability and presentation preparation
- Ability to foster and further develop a team based, positive work environment within the VPR Portfolio and external partners internal and external to the University.

**Additional:**

- An interest in the management of research data and relevant practices and technologies will be considered an asset.