

Job Title: Research Project Coordinator

Department: Electrical & Computer Engineering

Reports To: Director, Emerging Radio Systems Group

Jobs Reporting: None

Hourly Rate \$27.00/hour

Number of hours per Week 35 hours per week

Effective Date: ASAP

To apply for this position, please send a current CV and resume to: slim.boumaiza@uwaterloo.ca

Primary Purpose

The Research Project Coordinator assists in planning, coordinating and executing daily activities to support the delivery of externally funded activities for the Emerging Radio Systems Group (EmRG) at the University of Waterloo. The incumbent ensures the pre-established research scope, methodology, and regulatory requirements are adhered to by group members.

Key Accountabilities:

- Support the EmRG Director to ensure projects meet timelines, budget and quality expectations.
- Proactively solve problems and they arise and deliver on the activities/tasks delegated to him/her/them.
- Coordinate and facilitate the research projects' management life cycle, including project scoping and grant proposal development, and carrying out research activities to ensure research deliverables are completed within specified timelines.
- Monitor research project deliverables, plans and schedules, and complete the required progress reports.
- Support existing, or where appropriate, develop, effective communication structures, channels and tools to maximize project delivery.
- Provide support to one or multiple projects at a time depending on the needs of the research group.
- Organize and run a mixed portfolio of events and activities as assigned by the director.
- Activities might include: research workshops, meetings, seminars, study groups and conferences
- Communicate effectively and develop strong professional relationships with appropriate personnel in units across the University of Waterloo, and with external stakeholders.
- Develop and enforce research procedures.
- Manage the day-to-day activities of the project team, addressing team issues promptly and escalating complex issues to the Director as appropriate.
- Assist in employee recruitment, training, and performance evaluation, promotion and termination activities.

- Act as the principle operational liaison for other academic research organizations, private sector partners, funding agencies and regulating bodies.
- Monitor the progress of research activities; develop and maintain records of research activities, and prepare periodic/ad hoc reports as required by principal investigator, partners, and funding agencies.
- Promote research capacity building among industry, government agencies, and student groups.
- Plan, implement, and maintain data storage equipment in support of research.
- Assist with recruiting and mentoring research members as appropriate to specific research objectives and work scope.
- Coordinate the provision of support services to investigators and researchers.
- Perform inventory management of lab equipment and supplies.
- Identify delays and deviations and accordingly revise work plans to ensure the timely completion of deliverables.
- Attend educational workshops and conferences for professional development.
- Provide assistance and training for research group members as required.

Required Qualifications

Education

- BAsC in electrical engineering or a related field preferred
- Equivalent combination of education and experience may be considered

Experience

- Two years project coordination experience, preferably in an academic or research environment
- Experience in project management, from conception to delivery
- Experience in the project coordination of research projects preferred

Knowledge/Skills/Abilities

- Strong analytical abilities, and familiarity with research discovery and development processes
- Extensive knowledge of issues relating to undergraduate and graduates students as well as research staff
- Demonstrated understanding of the complexity of issues relating to conducting applied research
- Solid organizational skills, including multi-tasking and time-management
- Strong client-facing and teamwork skills
- Excellent facilitation skills
- Exceptional program coordination and student management skills
- Excellent communication and interpersonal skills
- Fluency in technical writing in English

- Excellent communication (oral and written) and highly refined interpersonal skills, relationship building, customer service, negotiation, consultation, trouble shooting, presentation, analytical, leadership to interact with different stakeholders
- Knowledge of university research processes an asset.
- Ability to respond effectively to changing priorities
- Excellent organizational, time management, planning, coordination skills a must
- Demonstrated ability to manage multiple concurrent projects/tasks with different groups
- Take a proactive approach in service delivery and be resourceful
- Knowledge of university policies and procedures as they relate to research grants and contracts, project management, procurement services and human resources an asset.
- Ability to build harmonious working relationships with clients, colleagues, and to interact with industry sponsors
- Initiative, high level of self-direction, and strong problem solving skills
- Accuracy and attention to detail is a key component

Nature and Scope

Contacts: Internally, communicates with faculty, staff, students, research staff, and other UW administrative or support departments including Human Resources, Finance, Procurement & Contract Services, Office of Research, and Faculty of Engineering – Research, UW Immigration Specialist, Central Stores and more. Externally, this position will have contacts with vendors, industry partners, prospective students, external reviewers, delegations, and visitors.

Level of Responsibility:

The job has specialized work with minimal supervision and provides guidance to all members of the EmRG as it relates to research activities. Participates in management team meetings/activities by preparing meeting agendas. Must be pro-active to respond to inquiries requiring time sensitive deadlines.

Decision-Making Authority: Independent decision-making within a delegated area of authority. Required to use initiative, tact, discretion, and be sensitive to various situations and information. Receives specific instructions on unusual problems or matters that depart from established practice. Consults with appropriate staff on non-routine, sensitive and complex inquiries. This position provides a wide range of general information in response to questions, and identifies urgent issues that require immediate attention and escalates issues to the applicable staff.

Physical and Sensory Demands: Works in office environment and low risk labs. Must lift, push or carry supplies and materials.

Working Environment: Normal hours of work with occasional work after hours at times required. Minimal psychological stress resulting from managing hectic environment with

frequent interruptions and distractions. Periodic high volumes and conflicting requests. Interacts with people who may be dissatisfied, difficult or demanding.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*