



## **JOB DESCRIPTION: Research Coordinator Indigenous Graduate Education in Nursing (I-GEN)**

The [BC Indigenous Health Research Program](#) is looking for research oriented and systems implementing individual for a CIHR funded research study. This position will report directly to the BC Research Chair and work closely with the students, staff, partners and members of the collaborative team. The successful candidate will be responsible for the implementation and overall success of the research activities.

This research project is a complex collaboration between Indigenous communities, Schools of Nursing working across five BC post-secondary institutions. The research team is co-creating innovative educational pathways to advance Indigenous Health Nursing (IHN) curricula, practice, policy and research.

This is a grant funded position based out of the University of Victoria, with opportunity for remote working arrangements. This is a full-time position with a salary range of \$59 400-\$62,000. The starting salary for this position would be determined with consideration of the successful candidate's relevant education and experience, and would be in alignment with the Tri-Agency research funding guidelines. Salary will be prorated accordingly for part time roles.

### **Key Duties and Responsibilities:**

- Work in collaboration with the research team to keep informed of the status, challenges and achievements with regards to grant applications, current research projects, research dissemination and office management
- Co-lead the grant application process for the group from identifying opportunities for the PI's approval, through to final application and submission for provincial, national and international funding agencies
- Work with the research team in the preparation, review, formatting and submission of research publications emanating from the PI's research studies, to be submitted to peer-reviewed journals
- Prepare and disseminate materials such as conference presentations, posters, educational materials, draft manuscripts
- Establish and maintain all project files and documentation and provide update reports and draft manuscripts to the research team as indicated.
- Monitor and coordinate the preparation of reports, statements and regulatory documents as required by the funding agencies, the partners, or other relevant institutions for the PI's review and approval
- Communicate with internal and external sponsors and other key stakeholders with regards to project administration
- In respect to all research undertaken, act in accordance and respect the ethical expectations of the Indigenous partners, as well as adhere to existing guidelines and principles stipulated by other organizations (UVic and CIHR guidelines).
- Facilitate knowledge exchange between communities, organizational and government holders, and the academic community through public presentations, individual relationship building and written communications research across a variety of settings.
- Other duties as required.

### **Qualifications**

- Minimum of two years' Indigenous health research experience
- Holds at minimum a Master degree with a preference for PhD degree.
- A Degree in Nursing or another Health discipline is preferred.
- *Preference will be given to qualified applicants with Indigenous ancestry*

For questions about this position or to apply, please send CV and cover letter to Dr. Lisa Bourque Bearskin [bourquebearskin@uvic.ca](mailto:bourquebearskin@uvic.ca) with cc to [IHNRchair@uvic.ca](mailto:IHNRchair@uvic.ca) Date of Posting: August 23, 2023. Posting will remain open until filled.