

**Research Administrator**  
**AdJust Research Collective**  
**School of Nursing, University of Victoria**

**Position:** Research Administrator with a 1-year contract, with possibility of extension based on availability of grant funds

**Hours:** 20 hours/week.

**Anticipated Start Date:** June 1, 2026

**Job Summary**

The Research Administrator will work with Dr. Allie Slemon (School of Nursing) and Dr. Ingrid Handlovsky (School of Nursing) at the University of Victoria alongside the AdJust Research Collective, which leads community-engaged projects aimed at enhancing equity in relation to health and well-being. The Research Administrator will be principally responsible for financial administration, grants facilitation, scheduling and coordinating key activities for the Research Collective, Human Resources considerations, and communications (inclusive of website maintenance). Some tasks can be completed remotely; however, some on-campus work will be required – most notably meeting with the Research Directors and Research Collective.

**Duties and Responsibilities:**

The Research Administrator:

- Manages day-to-day operations of the AdJust Research Collective.
- Maintains all aspects of research accounting. Keeps up-to-date the AdJust Research Collective Budget Tracker and manages project-specific expenditures.
- Processes research-related reimbursements for projects (e.g., participant honoraria, travel expenses).
- Ensures all grant funds are spent in a timely manner and communicates key information pertaining to grant progress and milestones.
- Processes hiring of new staff inclusive to ensuring all necessary paperwork is submitted, and liaises as necessary with UVic payroll and financial services.
- Ensures accurate and appropriate operationalization of the AdJust Research Collective HR Policy (e.g., keeps track of sick days, vacation allotment for employees, alerts to institutional changes with implications for the Collective's HR policies).
- Supports hiring processes: disseminates job postings, and coordinates job interviews with potential employees.
- Establishes and maintains a level of familiarity with relevant University policies and procedures related to running research projects.
- Schedules and coordinates meetings for the Research Collective.
- Supports writing and submission of research ethics applications as needed.
- Supports marketing and communications for the Research Collective.
- Maintains the AdJust Research Collective website and supports maintenance of the research websites of the Research Collective Directors (Slemon and Handlovsky).

**Qualifications:**

- Master's degree preferred, such as in a health and/or social science-related field (e.g., nursing, public administration, social work, sociology, public health, psychology, etc.) – or equivalent in work experience.
- Experience in administration, with research administration considered an asset.
- Experience in financial administration, including budget management.

- Highly detail oriented with strong organizational skills.
- Highly motivated with the capacity to take initiative and identify and complete tasks.
- Able to effectively disseminate pertinent information to the Collective Directors and Project Coordinators as needed.
- Functional knowledge of key considerations pertaining to management of research projects (e.g., research ethics, information security/ confidentiality).
- Excellent written and verbal communication skills.
- Ability to multitask effectively across projects.
- Previous mentorship overseeing students, staff, or volunteers is an asset.
- Experience in website maintenance, graphic design, and/or communications is an asset.
- Expertise and comfort with varied types of computer software (MS Word, MS Excel, Canva, financial management software, Wix or other website management tools).
- Ability to identify own areas for professional development and work collaboratively with supervisor to develop a plan to achieve these goals.
- Demonstrated commitment to community capacity building, empowerment, and equity.

Please submit a your resume as soon as you are able, to: Drs. Allie Slemon ([allieslemon@uvic.ca](mailto:allieslemon@uvic.ca)) and Ingrid Handlovsky ([ihandlovsky@uvic.ca](mailto:ihandlovsky@uvic.ca)). We will accept applications on a rolling basis, and will close the hiring process when filled.

**We are fully committed to upholding the principles and values listed in the University of Victoria's diversity statement.**

*UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of groups experiencing barriers to equity. Read UVic's full equity statement here: [www.uvic.ca/equitystatement](http://www.uvic.ca/equitystatement).*