

Borders in Globalization / 21st Century Borders

Research Program Manager

POSITION SUMMARY

Posting Closing Date:	31 January 2023, 12:00pm
Job Title:	Research Program Manager
Salary:	\$55,000-\$70,000 + benefits
Hours:	Full-time; 35 hours/week
Preferred Start Date:	February 2023
Employment Group:	Contract/Grant-funded Exempt – Initial appointment is for one year, and upon satisfactory performance, can be renewed annually for up to the five-year remainder of the grant.
Classification:	This position is the result of externally funded grants to University of Victoria researchers, and terms and conditions are set out accordingly. See University Policy No. HR6305

JOB SUMMARY

This position involves managing several of research grants that contribute to the overall research agenda of the Borders in Globalization program, housed at the University of Victoria's Centre for Global Studies. The primary source of funding is from a seven-year SSHRC-funded international partnership of scholars and universities, international associations and organizations, and community organizations from across Canada and around the world; additional funding for this program comes from several European Union grants.

Reporting to the Program Director (Emmanuel Brunet-Jailly, School of Public Administration), the Program Manager is responsible for the overall management of this multi-site international research program. The program consists of scholars and students working on research projects related to different themes of the grants and liaising with non-academic partners to ensure their research responds to real-world research needs. Scholars present research at various events, including those hosted by partners (e.g. the World Customs Organization's or the Pacific Northwest Economic Region's annual conferences) or those organized by our research program (e.g. summer institutes, conferences, public lectures, webinar series, etc.). The Program Manager facilitates the

research processes and coordinates the knowledge mobilization activities, while also providing the administrative support for both, including financial management.

While the position is housed at the University of Victoria, remote working arrangements (1-2 days/week) are possible. As this is an international project, it requires some early morning, late evening, or weekend meetings/events, as well as travel (incl. international travel).

SPECIFIC DUTIES & RESPONSIBILITIES

Program Management & Administration

Ensures that the project is administered professionally, efficiently, and effectively in accordance with UVic and granting agencies' policies, systems, and guidelines.

- Prepare and manage partner relationships, including contracts/agreements/MOUs, financial arrangements, adherence to research priorities, and student engagement
- Recruit, hire, and supervise research assistants and students
- Organize team meetings, keep meeting notes, and ensure follow-up on action items
- Serve as a liaison on matters relating to program research activities, maintaining contact with scholars, granting agencies and community partners via telephone, written correspondence, or face-to-face meetings
- Coordinate and track grant applications, timelines and reports
- Engage in a range of administrative duties, including leading the effective and efficient operations of the office, providing project assistance, and general organization and administrative support to the organization
- Manage and maintain ethics approvals

Finance & Budget

Participates in the forecasting and tracking of the program budget, fiscal expenditures, and budgeting for all grants associated with the research program.

- Track and report program budget and sub-project budgets
- Manage departmental accounts by reconciling annual account statements and providing regular fiscal reports and updates to the Director/program team and / or UVic accounting
- Liaise with Director and program staff in maintenance of projects accounts coming from externally funded initiatives
- Coordinate submission of the partners' annual financial reports per year to meet funding agency requirements
- Ensure program meets UVic and granting agencies' financial reporting requirements

Event Planning & Meeting Coordination

Plans, promotes, and hosts public events including the webinar series, workshops, conferences, summer institutes, and other events as required.

- Develop and adhere to event budgets and timelines
- Work with Program Committee to select event speakers and explore additional event opportunities
- Develop promotional materials and recruit participants and/or audience depending on event
- Collaborate with entities on campus or program partners to augment impact and attendance at events
- Coordinate participants' travel to/from events as necessary
- Work with research team to set event and meeting timelines with clear delineation of roles and responsibilities across the team
- Hold partners and team members accountable for contributions to events and meetings

Communications

Prepares reports, communications, promotional material, and social media content while also managing the program website.

- Maintain the program website including working with developers to design any new expansions to the site
- Develop and deliver department communications including but not limited to: quarterly newsletter, promotional mail outs, social media accounts, and official project updates
- Prepare and distribute internal notices and memoranda
- Interface with community members as well as the Director, researchers (students, postdoctoral fellows, faculty and community partners) and team members
- Liaise with all associated faculties on campus, community members, internal departments, and administration as required
- Coordinate outreach/promotional materials

QUALIFICATIONS

The ideal candidate is motivated and mature, can manage and adapt to shifting priorities, and is able to work independently based on directives from the Program Director. The candidate must be an adept administrator and an astute manager of people, as they will

serve as a primary point of contact for 24 partner organizations and ~40 scholars around the world. Knowledge of UVic and SSHRC systems is preferred.

Qualifications – Required

- Undergraduate degree in Social Sciences or Humanities (or related discipline)
- Minimum two-years' experience working in a university setting or the equivalent combination of education and experience.
- Ability to work with minimal direction, practice discretion, and exercise sound judgment and decision-making.
- Excellent interpersonal skills and experience coordinating diverse teams
- Financial management skills including planning, forecasting, budgeting, and report preparation
- Strong organizational, problem-solving, and conflict-resolution skills.
- Ability to allocate time efficiently and respond with flexibility to shifting priorities
- Strong oral and written communication skills
- Ability to self-teach when necessary
- Proficiency with Microsoft Office

Qualifications – Preferred

- Graduate degree in field related to border studies, e.g. geography, history, anthropology, political science, sociology, psychology, and/or public policy/administration
- Understanding of UVic policies and practices, financial and reporting systems
- Understanding of SSHRC policies and practices
- Computer skills: Mailchimp, WordPress, accounting and/or HR databases and programs
- Experience working with culturally diverse and international partners with diplomacy and integrity
- Working knowledge of French (or another language, but French preferred)

HOW TO APPLY

Send one .pdf with your cover letter and resume/CV (including contact information for three referees) to Dr. Emmanuel Brunet-Jailly to BIGManager@uvic.ca before 12:00pm January 31, 2023. Please name your file "Lastname_Firstname_BIGPM". Applications must be in this format to be assessed. For more information, questions, or concerns, you can email BIGManager@uvic.ca

EDI 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 our full equity statement here: www.uvic.ca/equitystatement