



UNIVERSITY OF TORONTO
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

Research Services Officer	
<p><i>The University of Toronto's Faculty of Kinesiology and Physical Education is globally recognized for developing and advancing knowledge about the interactions of physical activity and health through outstanding undergraduate and graduate education programs, cutting-edge research and the delivery of sport, recreation and high performance athletic opportunities for students, staff, faculty and community members across the three campuses. In achieving this vision, the Faculty is guided by values of integrity, respect, equity and diversity.</i></p> <p><i>In the KPE Research Office, our vision is to help our researchers leverage their unique expertise to create and translate new knowledge pertaining to the mission of the Faculty. Accordingly, the KPE Research Office provides services aimed at enhancing the efficiency and effectiveness of research activities, covering the entire spectrum of knowledge creation (i.e., from ideation to mobilization).</i></p>	
Deadline:	Posted until filled
Number of Positions:	1
Rate of Pay:	\$35.25 per hour
Position Start Date:	ASAP
Position End Date:	TBD
Number of Hours per week:	36.25
Classification:	USW – Casual
Summary	<p>Reporting directly to the Associate Dean, Research, the incumbent will be responsible for supporting the effectiveness, efficiency and success of efforts to attract research funding to the Faculty of Kinesiology and Physical Education (KPE). This will be accomplished by engaging with the faculty members and Associate Dean about research directions and collaborations, in accordance with the KPE Strategic Academic Planning. Activities include gathering and communicating information about research opportunities, supporting all faculty in applying for research funding by assisting with grant development and applications; liaising with the University's Research Services Division to resolve research grant issues and facilitating success with research grant and research contract applications for the Faculty. This position is key to supporting the administrative processes involved with research grant applications to a wide spectrum of research funding organizations ensuring that submissions achieve a high quality standard and align with funding program criteria, including compiling information for the preparation of budget submissions.</p>

	<p>This position assists with the development and oversight of the research-related components of communication vehicles of the KPE for internal and external stakeholders including prospective graduate students and post-doctoral fellows. The incumbent will also oversee and assist with the coordination of all research related symposiums, conferences, workshops, meetings for the faculty</p>
<p>Minimum Qualifications:</p>	<p>Education: Bachelor’s degree, or an equivalent combination of education and experience.</p> <p>Experience: Minimum 3 years of research-related experience in a University or similar research-intensive setting. Thorough knowledge of KPE-relevant research funding programs, research partnerships, research opportunities, and research ethics, as well as related University policies, procedures, and regulations is highly desirable. Demonstrated experience with editing, writing, reviewing and submitting grant proposals, including providing support and guidance regarding operating and infrastructure acquisition budgets. Knowledge of descriptive and inferential statistics is an asset. Experience working with research granting councils and funding agencies is essential, as is expertise and experience in the interpretation and application of funding agency policy, criteria and application standards. This includes experience working with, and specific knowledge of, SSHRC, NSERC, CIHR, and CFI granting application regulations. Experience working with and knowledge of “faculty awards” funding models and ability to lead a related Faculty-wide awards initiative.</p> <p>Skills: Highly developed computer software skills (Excel, Access, Word, Outlook, Power point, social networking). Experience maintaining and updating websites is required. Must have a level of understanding of research funding opportunities that also allows to proactively suggest funding alternatives to faculty members (e.g., research sponsorship, funding partnerships). Experience working with research grant budgets. Knowledge of the University’s Financial Information System (FIS) and Research Information System (RIS)—or similar programs used at other research-intensive organizations—is required.</p> <p>Other: Must have ability to work under pressure and effectively meet tight timelines. Must have the ability to work independently as well as in a team environment; must exhibit tact, sensitivity, and judgment in dealing with researchers, administrators and funding agency personnel. Must be proactive, possess strong organizational, analytical, and problem-solving skills. Must have demonstrated the ability to grasp, understand and be conversant in describing and expanding upon complex research concepts from many disciplines ranging across many fields (e.g., Physical Activity and Health, Health Science, Health Technologies, Social Sciences, Humanities). Must have the ability to work with a broad range of internal and external information systems and tools, including the ability to analyze quantitative data on research activity and perform problem analyses as a strategic communication tool. Ability to administer large scale and priority research, awards and funding initiatives to advance the interests of the Faculty and University research agenda. Must have excellent interpersonal skills to facilitate the Dean’s Office efforts to develop effective relationships with new and existing domestic funding agencies and foundations. Excellent verbal and written</p>

	communication skills are required. Initiative, creativity, and close attention to detail are required.
Method of Application	Resume and cover letter to be emailed to: Luc Tremblay Associate Dean, Research adr.kpe@utoronto.ca Subject line should include title of position.
Contact Information:	adr.kpe@utoronto.ca
Date Posted:	March 9, 2020