

**Job Title:** Research Project Coordinator**Department:** PLSC**Location:** Saskatoon**Status:** Term 2 yr**Employment Group:** Research**Full Time Equivalent (FTE):** 1.0 FTE**Salary Information:** (salary range)**Posted Date:** 21JUN2019**Closing Date:** 12JUL2019**Number of Openings:** 1

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**Primary Purpose:** Working under the direction of the Principal Investigators, the successful candidate will support the pulse crop genetics and genomics program which seeks to improve plant breeding practice through the use of genomics and other advanced technologies. The program is in part supported by funding provided by Genome Canada.

**Nature of Work:** The Project Coordinator will provide project management support for the successful implementation and on-going management of the activities undertaken within the pulse crop genetics and genomics program. The successful candidate will closely work with the Program Lead, Dr. Kirstin Bett, to ensure effective budget management, co-ordination of scientific reports, and knowledge transfer to the general public.

**Typical Duties or Accountabilities:** Duties may include monitoring the project budget and make recommendations to the Program Lead and/or Co-Investigator(s) where necessary and work with various institutions to ensure proper financial reporting to funding organizations; integrate information from multiple sources to ensure that technical reports meet the necessary requirements of funding agencies; facilitate communication and support co-operation/synergies among research team members and collaborators; co-ordinate project meetings; serve as a liaison between the project team and funding agencies and/or stakeholders of the project; and assist in the preparation of pertinent funding proposals, manuscripts, presentations and other knowledge transfer materials.

### **Qualifications**

**Education:** A Master's degree in agriculture, plant genetics or a relevant field of study and at least two years of related work experience

**Experience:** The equivalent combination of education and experience including research project management knowledge and experience

**Skills:** Ability to take initiative, prioritize tasks, work independently, use good judgement and monitor completion of project tasks. Candidates must possess excellent communication skills (both written and oral) in the English language, as well as analytical and organizational skills. Must possess the ability to understand and navigate through academic culture and environment and manage expectations; the ability to work independently and as part of a multidisciplinary research team; and the ability to use tact and diplomacy to maintain effective working relationships and resolve issues. Experience with research grant writing and managing large-scale project is a definite asset.

Submit your curriculum vitae, a 1-page sample of your writing (not a co-authored paper), and name and contact information of three (3) references. Salary \$50,000 to \$75,000 commensurate with qualifications and experience.

Dr. Kirstin Bett c/o Crystal Chan

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