



POSITION TITLE: Research Personnel & Event Coordinator

DEPARTMENT: Physics (Arthur B. McDonald Canadian Particle Astrophysics Research Institute)

CLOSING DATE: January 1, 2019

JOB SUMMARY:

The Research Personnel & Event Coordinator will work with our research staff, and students to support the creation of a burgeoning consolidated community made up of astroparticle physicists, astronomers, chemists, engineers and geologists across Canada. Based at Queen's University the McDonald Institute (MI), aims at elevating Canada's international position in Astroparticle Physics through the recruitment and training of people. The Research Personnel & Event Coordinator role is crucial to organizing this group and rolling out programming to give them the skills to compete internationally for jobs and entrepreneurial opportunities.

Reporting to the Managing Director, the Research Personnel & Events Coordinator is responsible for supporting MI to ensure the commitments of growing a highly skilled community in astroparticle physics is achievable, while maintaining a commitment to equity, diversity, and inclusion. The incumbent will oversee the Highly Qualified Personnel (HQP) support & development program, as well as the coordination of events and education/outreach activities in collaboration with the MI Education and Outreach Officer. In addition, the Research Personnel & Events Coordinator will be responsible for tracking related performance metrics; providing sustained support to external relations activities; and the planning, program development, implementation and monitoring around MI priorities. The position is looking for a dynamic person who can work effectively with a young and energetic scientific community to connect the experimental nodes across Canada.

KEY RESPONSIBILITIES:

- Act as the liaison communicating opportunities and challenges between the McDonald Institute and the HQP community to create a strong linkage between the two groups.
- Support the creation, delivery and evaluation of MI programs, with emphasis on the academic and career development of HQP.

- Assist the external relations team in the planning and execution of astroparticle physics events of interest to students, the general public, and the research community.
- Plan, coordinate and manage McDonald Institute events on- and off-site (eg. IGNite lectures, Dark Matter Day, Ewan Lecture Series, workshops, conferences),
- Assists in overseeing event budgets, timelines, and other aspects of the event project, ensuring that events are delivered on time, within budget and with a high degree of guest satisfaction. Works effectively with event external suppliers to reach optimum event solutions and services.
- Collect, analyze, and consolidate data from internal and external sources to assist in the identification of key HQP performance metrics and MI success stories.
- Provide accurate and timely analysis of outputs and metrics demonstrating an attention to detail and commitment towards continuous program improvement.
- Assist in the development of a framework and process for collection of statistical and qualitative information from MI partners to complete reporting obligations to the Board of Management and the Canada First Research Excellence Fund (CFREF).
- Assist in the development and maintenance of MI's performance management framework.
- Assist in promoting the achievement of MI equity, diversity & inclusion (EDI) goals and work closely with MI staff to support the goals of the MI EDI framework.
- Undertake other duties or special projects as required.

REQUIRED QUALIFICATIONS:

- University degree in Science or other quantitative, data-driven discipline (e.g., Economics, Business).
- Minimum of 3-5 years of relevant job experience coordinating and leading events for student or research related training and development.
- Familiarity with program development, analysis, project management, and reporting frameworks.
- Experience with project management, risk analysis and organizational governance.
- Understanding of academic research management of HQP (recruitment, organization, funding, scheduling, matriculation, etc.)
- Software proficiency, including experience with database management systems, and Microsoft Office software products.
- An understanding of university procedures, policies and regulations and how they impact the functioning of MI considered an asset.
- An equivalent combination of education and practical experience in a relevant field may be considered.

SPECIAL SKILLS:

- Excellent interpersonal and team working skills are necessary. Incumbent must be able to interact effectively with a wide variety of people from every level across the Canadian astroparticle physics community.
- Excellent written and oral communication skills with the ability to motivate colleagues and collaborators to create a positive work environment.

- Demonstrated experience in a fast-paced environment requiring quick and appropriate decision-making skills.
- Excellent organizational and planning skills, in order to coordinate work of self and other personnel within set budget, timelines and with attention to detail.
- Analytical, interpretive and problem-solving skills. Incumbent should be able to assess and solve unexpected problems as they arise, referring extremely complex problems to the Managing Director.
- Ability to mobilize a community of volunteers at a distance to take leadership in creating and developing training opportunities.
- Comfortable preparing data-driven and audience-appropriate presentations for diverse viewers.
- Ability to work autonomously with minimal oversight.

DECISION MAKING:

- Prioritize own work to meet objectives and adhere to set timelines.
- Coordinate with other staff members and managers of the network to maximize use of HQP-and EDI-relevant data to drive team objectives. Work with astroparticle physics outreach and communications personnel to continually improve efficacy and impact of programming.
- Recommend new procedures and changes to existing process in order to positively impact MIs research program and operations.
- In consultation with the Managing Director, make recommendations on strategies for necessary corrective steps through effective data collection, analysis, program evaluation and communication.
- Find solutions to unanticipated problems within guidelines and decide whether complexity of the problem warrants the involvement of other staff. Determine how the problem/solution will impact project outcomes.
- Reviews relevant operational processes (e.g., event planning & delivery) and makes recommendations for continuous improvement. Assist to identify optimum practices by evaluating several factors such as cost effectiveness, need, interest, etc.
- Assist in evaluating existing program models to identify best practices to bring to MI.
- Determine what information should be distributed, to whom and in what format. Decisions will be made based on the relevance of the information and the impact that recipients can have on the project outcome.
- Make recommendations for program enhancements.

APPLICATION INSTRUCTIONS:

Click [HERE](#) to be redirected to the Queen’s University website where you can apply directly to the position.