

Project Manager at the University of Waterloo

Overview

Term: 1 Year

The Project Manager assists the Principal Investigator in the Hart lab by providing support with administrative management, tracking progress of research activities, completing reporting requirements, working with the research team to identify new partners, and managing engagement and sustainability with existing partners.

This position is contingent on funding.

Responsibilities

Administrative Research Support

- Duties may include but are not limited to the following:
 - Manages and oversees the safe and effective daily operations of a laboratory including responsibility for purchasing, inventory, forecasting and maintenance of reports
 - Operates, maintains and troubleshoots problems with standard and complex research equipment and contributing to the development and maintenance of SOP's
 - Oversees the progress of projects and participates in research activities by performing tasks, such as data collection, disseminating project updates, social media updates, and writing of white papers to public
 - Organizes and maintains documentation, experimental records and data; including electronic files and backups
 - Participates and oversees the organization and recruitment of research participants
 - Contributes to the development of research related documents, including ethics applications, journal publications and dissemination of research findings
 - Assists in data sharing
 - Supervise, schedule and train students, volunteers and/or staff and make recommendations on hiring for the project
 - Creates and updates project website
 - Assists with special projects and other duties related to the research

Financial Management

- Responsible for financial management, reporting, and planning of the project
 - Identifies new funding opportunities, including commercialization opportunities

- Brings an in-depth understanding of University financial practice and the financial requirements of the CERC program
- Provides oversight on spending to ensure that the project adheres to the budget and to detect and remediate any deviations early

Coordination and Communication

- Coordinates team members and develop plans to facilitate knowledge sharing across activities
- Works with Waterloo's Commercialization Advisory Committee to identify potential commercialization outcomes and pathways
- Is the key point of contact for external stakeholders, media, public research dissemination, and general inquiries

Qualifications

- Bachelor's degree in Health Studies, Psychology, Business Administration or other fields related to Health Behaviour and/or behavioural research
- Three year's experience in a research academic environment is preferred
- Demonstrated ability to maintain strict confidentiality
- Knowledge of University of Waterloo policies and procedures is an asset
- Comfortable using MS Office Suite
- Experience with statistical analysis software (SPSS, SAS, or R) preferred
- Experience with data entry software (RedCap) preferred
- Excellent interpersonal and communication (oral and written) skills
- Ability to manage multiple projects and demands
- Proven aptitude for attention to detail
- Strong organizational skills for both project tasks and people
- Supervisory and leadership experience in a lab setting is an asset

Equity Statement

The University of Waterloo acknowledges that much of our work takes place on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our main campus is situated on the Haldimand Tract, the land granted to the Six Nations that includes six miles on each side of the Grand River. Our active work toward reconciliation takes place across our campuses through research, learning, teaching, and community building, and is co-ordinated within the Office of Indigenous Relations.

The University values the diverse and intersectional identities of its students, faculty, and staff. The University regards equity and diversity as an integral part of academic excellence and is committed to accessibility for all employees. The University of Waterloo seeks applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates who have been historically disadvantaged and marginalized, including

applicants who identify as First Nations, Métis and/or Inuk (Inuit), Black, racialized, a person with a disability, women and/or 2SLGBTQ+.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

The University of Waterloo is committed to accessibility for persons with disabilities. If you have any application, interview, or workplace accommodation requests, please contact Human Resources at hrhelp@uwaterloo.ca or 519-888-4567, ext. 45935.

[Apply here!](#)