Research Coordinator

Site: Swallowing Innovations Lab, Vancouver – Point Grey Campus
Position: Research Coordinator

Application Close Date: October 15, 2020
Type: Full-Time, Term Appointment
Position may be renewed on availability of funding.

To read the full Job Description and to apply:
Visit the UBC Careers site and search Job ID 38313.

Summary of the Role:

This position is responsible for the general coordination of research projects undertaken at the Swallowing Innovations Lab (Si-Lab, UBC-Vancouver). Research project design, modification and development in consultation with the Principal Investigator are key elements to this role.

The incumbent will also act as a liaison within the research group, outside institutions and academic research community on behalf of the principal investigator.

Work Performed:

• Develop, plan, coordinate, communicate and manage research projects and activities within the lab.
• Directly involved in design, modification and development of research projects. Includes attending meetings to define strategy, goals and scope of a research project.
• Coordinate data collection either off-site or in the lab.
• Authorize and monitor expenditures, reconcile accounts, develop project budgets.
• Provides input in recruiting participants and interact as needed with research participants.
• Collection of data, extracting data and analyzing results.
• Training and supporting junior research assistants in data collection and analysis (including administration of experimental tasks).
• Perform preliminary analyses of the data and summarizing of findings.
• Drafting manuscript writing, abstract preparation, drafting posters and academic presentations.
• Investigating funding sources, collaborating and facilitating grant applications with the School’s Research Grant Coordinator (includes developing project budgets, editing and proofing grant applications, academic proposals and scientific communications, etc.
• Develop, foster and coordinate communication and the acquisition of information from multiple sources and from researchers worldwide.
• Draft/update curriculum vita, develop project budgets, secure appropriate signatures.
• Gather, review and synthesize academic and policy literature through online database searches.
• Maintain Si-Lab general administration and operations along with onsite research databases.
• Ensure that research projects and associated files comply with UBC Ethics Committee standards.
• Oversee ordering and stock of supplies within the lab.
• Performing other related Si-Lab duties.