

## Program Manager, Research & Innovation

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|-------------------------------|-------------------------------------|------------------------|--|
| <b>Department:</b>            | Research & Innovation               | <b>Competition #:</b>  | 24-PTA-02  |
| <b>Campus:</b>                | South - Windsor                     | <b>Classification:</b> | Administration   |
| <b>Posting Type:</b>          | Internal/External                   | <b>Salary Range:</b>   | Starting: \$38.99<br>Wage Range: \$38.99 – \$48.74 per hr. |
| <b>Status:</b>                | Term - Contract until June 29, 2025 | <b>Closing Date:</b>   | Friday April 19, 2024 at 4:30pm                            |
| <b>Presentation Required:</b> | Yes                                 | <b>Start Date:</b>     | Monday May 6, 2024   |

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success.

### Description:

Reporting to the Director of Research and Innovation, the incumbent spearheads research excellence, grant cycle success, and knowledge mobilization. As the Program Manager, you will oversee funded research projects, ensuring timely reporting, execution and maintenance of budgets and meeting industry and community expectations. Collaborating across St. Clair College departments, you will focus on managing Researchers, Student Researchers and will coordinate and lead regularly scheduled internal and external project meetings. Critical ethical research practices in addition to promoting equity, diversity, and inclusion is essential.

### Summary:

- Manage research project administration, ensuring milestones, budget, and deliverables are met.
- Researcher and Student Researcher recruitment and onboarding for research projects.
- Track project finances and maintain accurate data for reporting.
- Prepare summaries of project results for stakeholders.
- Represent the department at events and engage with industry stakeholders.
- Efficiently manage research data and develop dissemination strategies.
- Analyze, report and present on research performance indicators.
- Develop outreach strategies and foster internal relationships.
- Lead proposal writing, grant management, and budget support efforts.

### Qualifications:

- A 3-year post-secondary Diploma or Degree, or equivalent, along with a minimum of 3 years' recent and relevant experience in a research environment or engineering background.
- Familiarity with federal and provincial funding agencies is advantageous.
- Excellent oral and written communication skills, strong interpersonal and organizational abilities, and proficiency in computer programs are required.

**Candidates selected for an interview will be required to provide a 10-minute presentation. Details will be provided when interviews are scheduled.**

In order to be considered, internal applicants must be in good standing as defined in the College's Recruitment & Selection Policy.

Please forward your resume quoting the competition # by online application at <https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

**All active internal applicants MUST apply through the St. Clair College online application system:**

<https://intranet.stclaircollege.ca/human-resources/job-application-form.html>

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.