

Job ID: GEN-24-03
Job Title: Project Coordinator
Department: EPID@Work Research Institute
Campus: Thunder Bay, ON
Status: Full time (12 month contract)
Job Category: Non-union

Date Posted: February 2, 2024
Closing Date: February 16, 2024

Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit thunderbay.ca.

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

About this Job

The Project Coordinator will be responsible for leading the data collection aspect of the Northwestern Ontario Workplace and Worker Health Study (NOWWHS) through the EPID@Work Research Institute. The focus of the position will be planning and executing data collection at various communities and businesses in Northwestern Ontario with a team of Research Assistants. This may include actively promoting the study, scheduling meetings, coordinating team members, and collecting and analyzing the data. This role presents an outstanding opportunity to engage with diverse stakeholders, fostering the development of invaluable leadership and influencing skills.

Job Duties

- Coordinate, organize and plan data collection at various workplaces in Northwestern Ontario
- Assist in primary data collection
- Assist with promotion and recruitment initiatives for NOWWHS
- Responsible for a team of research assistants, helping with data collection
- Perform data entry and analyses utilizing various types of software
- Aid in ethics applications and revisions
- Draft reports and presentations
- Participate in other research activities/projects at EPID@Work, if needed

- Work collaboratively with the project team

Qualifications

- Graduate degree
- Knowledge of various computer software programs (Qualtrics, RedCap, SPSS, STATA, Microsoft, Zoom)
- G license
- Flexible scheduling of work hours may be required (evenings, weekends)
- Personal access to the internet (for online data entry) and email (for regular communication with team)
- Ability to work independently and as part of a team
- Follow confidentiality guidelines as per study protocols
- Well-developed written and oral communication skills
- Excellent interpersonal skills
- Approachable, confident, and pleasant demeanor
- Previous work experience as a research assistant is considered an asset
- Successful completion of research related courses or demonstrated knowledge of research processes

Lakehead University is a comprehensive, research-intensive university, founded in 1956, with a reputation for innovative programs and cutting-edge research. With 11 Canada Research Chairs, 338 full-time faculty members, 13 research centers, 38 graduate programs (over 1300 graduate students), and external research funding that has increased 62.5% in the last 15 years, Lakehead's sustained development in research is clear. As a result, for five years in a row (2015 to 2019) Lakehead University was named Research University of the Year in Canada by Research Infosource in our peer group category. Research Infosource also ranked Lakehead first among undergraduate universities in Canada for our total amount of funding from non-profit partners for the period from 2013 to 2017.

The Senate-approved EPID@Work Research Institute is the injury and disability Research Institute for Northwestern Ontario. Established in 2018, the mandate of EPID@Work is to bring people together to reduce work-related injury and disability through collaborative applied research and provision of education to enhance knowledge related to injury and disability. The Institute recently became a partner with the Ministry of Labour, Training, and Skills Development and holds a seat at the Ministry's Prevention Research Partner's Table. Information generated from our research informs practice and policies aiming to improve health and social outcomes in Northwestern Ontario and beyond.

The goals of the Institute are to 1) conduct, high-quality, community-based, transdisciplinary research in the areas of work-related injury and disability prevention, with a focus on issues relevant to Northwestern Ontario; 2) participate in, develop and evaluate integrated knowledge exchange approaches with community stakeholders and the greater research community participating in all phases of the research process; and 3) provide an exemplary training and experience opportunity for the next generation of community-based transdisciplinary researchers in Northwestern Ontario and beyond. The research foci of the EPID@Work Research Institute (mental health in the workplace; equity, diversity and inclusion; and knowledge mobilization and implementation) fit well into the university's priority research areas: Cultures, Societies and Social Justice; First Nations, Métis, and Inuit Research; and Health and Well-Being.



Employment Opportunity

Interested applicants are invited to submit a single PDF document containing a cover letter, resume, and the contact information of three professional references to:

Dr. Vicki Kristman

Director, EPID@Work Research Institute
Email: epid.hbsc@lakeheadu.ca

A completed Confirmation of Eligibility to Work in Canada form must accompany your package. More information on the EPID@Work Research Institute is available at <https://www.lakeheadu.ca/centre/epid>.

The health and wellbeing of our employees is of the utmost importance to us. Lakehead University encourages and supports our employees in prioritizing their own wellbeing. To support our employees in balancing their working and personal lives, whether working traditional hours in the workplace or remotely, we have implemented a Disconnecting from Work Policy to encourage employees to disconnect from work outside of their working hours.

We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or human.resources@lakeheadu.ca to make appropriate arrangements