



## St. Francis Xavier University Spatializing Care Lab, Department of Sociology Requires a Research Coordinator and Project Manager

The Spatializing Care Lab at St. Francis Xavier University requires a part-time Research Coordinator and Project Manager for 21 hours a week for a 10-month term, with possibility of renewal.

**DUTIES:** The Research Coordinator and Project Manager's responsibilities will include day-to-day coordination and administration of Lab led and affiliated research project and knowledge mobilization activities.

**LOCATION:** Work will be conducted at the Spatializing Care Lab in the Department of Sociology at St. Francis Xavier University, Antigonish, Nova Scotia.

### QUALIFICATIONS:

- Bachelor's Degree
- Minimum 2 years research experience in a university, government or non-profit setting.
- Excellent planning, organizational, prioritization, and time management skills and high regard for quality and attention to detail.
- Strong interpersonal and communication skills.
- Demonstrated experience writing for various audiences, and strong editing and copy-editing skills.
- Proficiency in software applications (i.e., Microsoft Office, Excel) is required.

### ASSETS:

- Experience working with multi-site teams.
- Experience with qualitative and quantitative data analysis and reporting.

**Classification:** Part-time (21 hours/week), 10-month term contract.

**Salary:** \$20-30 per hour, commensurate with education and experience

**Start date:** As soon as possible

**Website:** [www.mystfx.ca/carelab](http://www.mystfx.ca/carelab)

To apply for this position, email a cover letter expressing interest, education and experience, names and contact information for two references, and a resume or CV to [caubrech@stfx.ca](mailto:caubrech@stfx.ca) by March 31, 2022.