



## Research Coordinator

### Ruco Lab

Limited Term Appointment (2 year contract with possibility of renewal)

Compensation: \$25/hour (37.5 hours/week)

The Ruco Lab is looking for a full-time Research Coordinator to oversee all lab activities including coordinating research studies, overseeing research students, and managing all aspects of research administration. The Ruco Lab is led by Dr. Arlinda Ruco, Assistant Professor in the Interdisciplinary Health Program at St.FX with research in cancer screening and prevention. Upcoming studies include working with the Nova Scotia Colon Cancer Screening Program to identify screening inequities and barriers and enablers to screening. The Coordinator will have the opportunity to be involved in all projects undertaken in the lab with a strong focus on project management.

#### Summary of Duties include but not limited to:

- Leads research projects from inception to end including drafting REB applications, study recruitment, data collection, data analysis and knowledge dissemination and translation
- Generates study progress and summary reports
- Coordinates team meetings and liaises with both internal and external stakeholders
- Monitors the progress and deadlines of research activities
- Develops and maintains research study records
- Conducts own research in collaboration with other team members
- Acts as the first administrative point of contact for the Ruco Lab
- Proactive in identifying risks and barriers and risk mitigation strategies to ensure key project milestones are met
- Participates in protocol development and the preparing of REB applications including approvals, renewals and amendments
- Drafts manuscripts and reports for publication and dissemination
- Presents research findings at local and national scientific meetings
- Orients and trains student research trainees

#### Qualifications/Skills:

- Master's degree in a health-related field or undergraduate degree in a related field with research experience
- One to three years of progressive research experience including in the planning, implementation and monitoring of research projects
- Prior experience with quantitative and/or qualitative data analysis
- Excellent oral and written communication skills
- Excellent problem-solving, time management and organizational skills
- Ability to work well under pressure
- Self-directed with the ability to work well independently as well as in a team environment
- Demonstrated leadership skills with the ability to take initiative
- Competency and familiarity with various databases including Microsoft Office Suite, SPSS, NVivo, Qualtrics etc.
- Professional behaviour and communication

#### Application Instructions

Deadline to apply for this opportunity is Friday, February 2, 2024. To express interest in this role, please send a cover letter and resume in confidence to [aruco@stfx.ca](mailto:aruco@stfx.ca)

*St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.*

*Our institution is committed to upholding the values of equity, diversity, inclusion and accessibility. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous persons (especially Mi'kmaq), racialized persons (especially African Nova Scotians), persons with disabilities, those who identify as women and/or 2SLGBTQIA+ and any others who would contribute to the diversity of our community. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.*

*We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at [hr@stfx.ca](mailto:hr@stfx.ca) or 902-867-5038.*

### **About St. Francis Xavier University**

Established in 1853, St. Francis Xavier University (StFX) is consistently recognized as one of the best universities in Canada. StFX exceeds the needs of today's undergraduates through providing the very best academic experience -- outstanding teaching, exceptional hands-on research opportunities, and global exchanges -- all within Canada's most vibrant and inspiring residential campus. Here, the focus is on the academic and the personal development of every student, making community and social engagement a large part of the learning experience. Our students are academically strong and highly engaged in every aspect of life, determined to make a positive impact on the world.

In 2022, Maclean's annual university rankings put StFX #1 in student satisfaction and #2 in reputation across Canada in the primarily undergraduate category. For more, visit [www.stfx.ca](http://www.stfx.ca)

### **About Antigonish, Nova Scotia**

The beautiful and historic town of Antigonish is located within the northeastern corner of Nova Scotia. Only a 15-minute drive from the ocean and a two-hour drive to major urban centres, Antigonish is a family-friendly community with a diverse and growing population and provides access to excellent education at all levels. The town is surrounded by rolling countryside and beautiful beaches and is a hotspot for outdoor recreation, sports and other active lifestyle activities. Antigonish supports a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals happening throughout the year.

For more information visit [www.townofantigonish.ca](http://www.townofantigonish.ca) or [www.visitantigonish.ca](http://www.visitantigonish.ca).