

## Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

JD #:	<b>JD00273</b>	Pay Grade:	<b>8</b>
JD Title:	<b>Project Officer</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Program</b>		

### General Description

Responsible for assisting senior research staff with tasks related to identifying, planning, and managing international research projects and initiatives. Analyzes research project and initiative requirements and works with others to determine the required logistics, budgets, and fund allocations.

### Representative Duties & Responsibilities

- Design projects, studies, and questionnaires.
- Analyze research project requirements and work with various researchers to determine project logistics.
- Develop and conduct surveys to gather and extract information from external agencies.
- Develop and monitor research project budgets, and determine allocation of funds.
- Utilize statistical software to process numerical and quantitative information.
- Draft research proposals and grants for review.
- Submit finalized research proposals and grants.
- Write articles for newsletters and promotional materials.
- Write a variety of documentation including, but not limited to, reports, forms, emails, and general correspondence.
- Update and maintain the department website ensuring the accuracy of online content.
- Create graphic designs when preparing presentations.
- Deliver presentations at meetings and seminars.
- Provide advice and guidance to students and part-time staff regarding project specifications and protocols.
- Provide support to senior staff when negotiating with national and international organizations in the development of projects.
- Plan and coordinate a variety of events and activities.
- Arrange, attend, and facilitate meetings with faculty, staff, and students.
- Adhere to social and cultural protocols when meeting with international visitors.
- Exchange technical and scientific information amongst colleagues.
- Respond to and direct general inquiries via telephone, email, and in person.
- Complete literature searches relevant to current research projects.
- Collate and distribute mailings.
- Remain current with the activities of the project team to ensure project deadlines are met.

### Supervision

- Provide direction to others in how to carry out work tasks.
- Ensure adherence to quality standards and procedures for short-term staff.

### Qualifications

- Bachelor's degree in a relevant field of study.
- Requires 3 years of relevant experience.

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## Effort

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### Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents, and input data into databases.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### Mental Effort:

- A typical work day consists of up to 2 hours of routine mental effort for activities such as:
  - Collecting routine information, filing documents, word processing routine documents such as correspondence and forms, and inputting data into a spreadsheet.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Developing and monitoring research project budgets, and determining allocation of funds.
  - Drafting research proposals and grants for review and submission.
  - Developing and conducting surveys to gather and extract information from external agencies.
  - Delivering presentations at conferences and seminars.
  - Providing advice and guidance to students and part-time staff regarding project specifications.
- A typical work day consists of up to 3.5 hours of high mental effort for activities such as:
  - Designing projects, studies, and questionnaires.
  - Analyzing research project requirements and working with various researchers to determine project logistics.
  - Facilitating meetings with faculty, staff, and students.

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## Working Conditions

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### Physical Environment:

- No adverse physical environment conditions inherent to the job.

### Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently deals with multiple requests and simultaneous deadlines.

### Health & Safety:

- Risk to the incumbent is no higher than for the general population.

# Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00273</b>	Pay Grade:	<b>8</b>
JD Title:	<b>Project Officer</b>	Total Points:	<b>514</b>
Job Family:	<b>Program</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>4.5</b>	94
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>3.0</b>	39
	5. Education and Experience	<b>E3</b>	100
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>4.0</b>	78
<b>Responsibility</b>	9. Planning and Coordination	<b>3.0</b>	46
	10. Responsibility for Others	<b>2.0</b>	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>3.0</b>	66
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5