

RESEARCH COORDINATOR

Job Family Progression:

This document is meant to support Hiring Managers in identifying and outlining key differences in job duties, responsibilities and requirements as the jobs progress in the job family to easily identify and select the appropriate JD for their area.



Research Coordinator Progression

Research Assistant [JD0598]

JE Results

- Grade 7

Education and Experience

- Bachelors Degree
- 2 years experience.

Scope of Job

- Responsible for **organizing** and **administering** one or more research projects.
- Works under the direction of a Principal Investigator or project leader.

Core Job Duties

- Oversee the collection, entry, verification, management, analysis and reporting of data
- Use statistical software to analyze data and interpret results.
- Design and maintain databases, data collection forms, error checking methods and related programs for efficient collection, analysis, and reporting.
- Implement and maintain research project budgets; Create financial projections and adjust research project budgets.
- Ensure that the relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures.
- Troubleshoot moderately complex computer problems.
- Develop presentations and present information and training sessions to project personnel and project participants.
- Participate in the development of promotional strategies to encourage participation for research projects.
- Conduct literature searches.
- Gather and compile information and data required for preparation of scientific papers, abstracts and graphs.
- Write a variety of letters and memos.
- Respond to inquiries received from project personnel regarding project issues and procedures.

Supervision

- No formal supervision of others is required.

Research Coordinator I [JD0437]

JE Results

- Grade 8

Education and Experience

- Bachelors Degree
- 4 years experience.

Scope of Job

- Responsible for **implementing, monitoring, refining, analyzing, coordinating,** and **reporting** on several research projects.

Core Job Duties*

- Apply specialized knowledge and scientific principles to review, critically appraise and interpret published literature.
- Write sections of scientific papers, funding proposals, grants and abstracts, as well as data management and operations documentation.
- Coordinate the activities of research staff and resources.
- Develop estimates of time and resources for research projects.
- Consult on protocol development, student organization, and data management activities.
- Present at meetings, seminars and conferences.

Supervision

- Provide lead hand supervision and is responsible for the quality and quantity of work of others.
- Ongoing responsibility for supervising up to 9 casual employees at any one time.
- Provide orientation and show procedures to others.

Research Coordinator II [JD0439]

JE Results

- Grade 9

Education and Experience

- Bachelors Degree
- 5 years experience.

Scope of Job

- Responsible for **initiating, implementing, managing,** and **coordinating** moderate to large research projects.

Core Job Duties*

- Develop a research project implementation plan.
- Design promotional strategies to encourage participation.
- Perform quantitative analyses of research data.
- Interview study participants to gather qualitative and quantitative data.
- Facilitate focus group sessions with project participants.

Supervision

- Provide lead hand supervision and is responsible for the quality and quantity of work of others.
- Ongoing responsibility for supervising up to 9 casual employees at any one time.
- Provide orientation and show procedures to others.

Research Coordinator III [JD0440]

JE Results

- Grade 10

Education and Experience

- Masters Degree
- 5 years experience.

Scope of Job

- **Monitor** and **coordinate** multiple moderate to large research projects

Core Job Duties*

- Recruit project participants and enlist agencies.
- Perform both quantitative and qualitative analyses.
- Troubleshoot problems at all stages of project development and implementation and assist with modifying protocol or project procedures to address challenges.
- Identify funding opportunities and coordinate the submission of research proposals.
- Participate with a team in the development and authoring of research protocols.
- Review referrals and keep track of intakes from various referral sources.
- Provide advice on and conduct analyses of complex data sets.

Supervision

- Provide lead hand supervision and is responsible for the quality and quantity of work of others.
- Ongoing responsibility for supervising up to 9 casual employees at any one time.
- Provide orientation and show procedures to others.

Research Coordinator IV [JD0441]

JE Results

- Grade 11

Education and Experience

- Master's degree
- 6 years of relevant experience; including 1 year for full supervision.

Scope of Job

- Responsible for **planning and coordinating all aspects** of multiple research projects across multiple sites.

Core Job Duties*

- Develop inter-disciplinary, inter-institutional, and inter-sectoral research collaborations.
- Develop budgets for research projects.

Supervision

- Supervise and direct the activities of up to 4 continuing employees.
- Ongoing responsibility for hiring and supervising 10 or more casual employees at any one time.
- Provide orientation and show procedures to others.

*Core job duties identified are in addition to the core job duties of the preceding roles/ levels.