

April 12, 2017

**Job Posting:**

**Research Project Manager  
Ontario Research Fund – Research Excellence Project  
Intelligent Systems for Sustainable Urban Mobility (ISSUM)**

**Position Type**

1-year contract, renewable annually for up to 5 years total.

**Start Date**

Jul 1, 2017 (negotiable)

**Hours**

35 hours per week

**Salary**

\$65,000 - \$85,000 per year + benefits, depending on experience. Annual increments based on performance.

**Closing Date for Applications**

May 31, 2017

**Background.** The ISSUM project is a collaborative, multi-sector, multi-institutional research initiative jointly funded by the Ontario Ministry of Research, Innovation & Science (MRIS), York University, the University of Waterloo, and a number of private sector companies and public institutions in Ontario. The goal of ISSUM is to research and develop integrated intelligent systems for sensing, analysis, simulation and 3D visualization of urban population mobility. This research will strengthen the technology sector in Ontario, increase efficiency, reduce greenhouse gases and enhance the livability of urban regions for all Ontarians.

**Job Description.** The Project Manager will be based at York University's Keele Campus in Toronto. Occasional day travel to Waterloo will be involved. The Project Manager will report to the Principal Investigator Professor James Elder and work closely with him and the other project investigators to meet the objectives of the ISSUM initiative.

**Educational Requirements:**

University degree required. Graduate degree preferred.

**Experience Requirements:**

Minimum of five years of relevant experience. Demonstrated expertise in the management of major research or innovation projects. Experience managing staff. Experience working in post-secondary environments preferred.

## **Desirable Skills**

1. Excellent financial administration skills and a demonstrated capacity to manage large project budgets and maintain accountability
2. Demonstrated exceptional project management skills
3. Research commercialization
4. Industry relations and partnership building
5. Strong planning, coordination and organizational skills
6. Superior communication skills and effective presentation skills, website management, social media and event coordination
7. Excellent writing skills and ability to prepare reports, including financial reports, for various audiences
8. Knowledge of university policies and procedures, and governance structures, as well as research project processes
9. Human resource management
10. Software: Microsoft Office

## **Responsibilities**

1. Budget & Reporting. Provide administrative assistance with grant management and reporting.
  - a. Payroll
  - b. Travel expense reports
  - c. Inter-institutional transfers
  - d. Management of researcher budgets
  - e. Compile quarterly reports from five investigators
  - f. Submit quarterly reports to MRIS
  - g. Work with Research Accounting for final audit
  - h. Compile annual investigator progress reports for Executive Committee.
2. Commercialization.
  - a. Assist in drafting and negotiating IP agreements with industry partners.
  - b. Help to manage the bench-to-market process, including IP protection, prototyping, demos, trade shows, licensing, start-up initiatives.
3. Networking. Liaise between academic researchers and private/public sector partners on a continuous basis to ensure efficient integration of research results toward ISSUM objectives.
4. Management.
  - a. Assist in managing technical scientific and engineering staff
  - b. Assist in organizing, running and recording minutes for regular Executive Committee meetings.
5. Website. Content management and maintenance, social media presence
6. Outreach. Plan and run youth outreach workshops

## **Application Process**

Your complete application package must include a cover letter and résumé. References will be requested should you be selected for interview.

Please ensure that “ISSUM Project Manager” is quoted in e-mail subject lines. Only those selected for an interview will be contacted.

### **Applications should be submitted by email to:**

Irina Kapsh

Lassonde School of Engineering

York University

Email: [kapsh@yorku.ca](mailto:kapsh@yorku.ca)

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