

Posting Title: Research Officer and Education Coordinator
Reference: 4133
Department: Schulich- CERI
Employee Group: PMA- Professional and Managerial Association
Appointment Type: Continuing
Appointment Status: Regular Full-Time

**Classification &
Regular Hours**

Hours of Work: 35 per week

Salary Grade: 14

With annual research funding exceeding \$220 million, and an international reputation for success, Western ranks as one of Canada's top research-intensive universities. Western also provides an exceptional employment experience. We offer competitive salaries, exceptional benefits, including educational support for professional growth, and one of Canada's most beautiful campuses.

The Centre for Education Research & Innovation (CERI) at the Schulich School of Medicine & Dentistry is a thriving education research community, a vibrant interdisciplinary axis for education research at Western University, a respected site for education research training in Canada, and an internationally recognized producer of new knowledge. CERI's mission is to promote education research of health professionals, foster faculty participation, and build a community of Schulich scholars.

Responsibilities

The Research Officer and Education Coordinator will be accountable in two primary domains; first to serve as the Centre's primary Research Officer for faculty research in medical and dental education, and second to coordinate, advise, and provide training in the Masters in Health Professional Education (MHPE). The Research Officer and Education Coordinator will provide consultation and, where appropriate, active collaboration with Schulich faculty on their research projects. The incumbent will also be responsible for delivery of training related to research, as well as the creation of materials to support these groups. The Research Officer and Education Coordinator will also assist with components of education coordination, which includes overseeing the scheduling of lecturers in the MHPE program, overseeing the admissions process, and meeting with students to monitor the progress of their studies.

Qualifications

Education:

- Master's Degree in Education, Psychology, Sociology, Rhetoric, Epidemiology & Biostatistics, Measurement, or a related field
- PhD preferred

Experience:

- 3 years' experience in a public sector institution, such as a university or hospital setting
- 3 years' experience working in an academic research environment

Skills & Expertise:

- Demonstrated ability in research design and conduct
- Knowledge of qualitative and quantitative methodologies
- Knowledge and ability to use analysis software such as NVIVO and/or SPSS (or equivalent)
- Influential interpersonal skills that build positive and strong relationships at all levels of the organization
- Demonstrated oral and written communication skills
- Well-developed presentation, facilitation, and public speaking skills
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and mentoring

skills

- Proven ability to champion a project from conception through implementation and evaluation, while working collaboratively with medical and dental faculty, academic, and administrative staff
- Demonstrated ability to manage multiple projects with strict deadlines
- Ability to work independently and effectively as a member of the team to achieve goals
- Ability to work well under pressure and handle multiple conflicting priorities in a fast-paced environment with frequent interruptions
- Strong customer service skills which fosters relationship-building, information gathering, and sharing
- Exceptional planning and organization skills, including the ability to plan for individual needs and to be responsive to needs of a group
- Ability to process information with high levels of accuracy