

NOTICE OF TEMPORARY VACANCY
(for approximately 6 months beginning August 2013)
UNION LOCAL - C.A.W. 2458 - Full Time Office and Clerical Unit

POSITION TITLE: Research Ethics and Animal Care Coordinator
CLASSIFICATION: '8'
DEPARTMENT: Office of Research Services
RATE OF PAY: As per schedule 'A' - C.A.W. 2458 FT Collective Agreement
HOURS OF WORK: Monday to Friday, 8:30am to 4:30pm

PRIMARY RESPONSIBILITY:

The Coordinator is responsible for coordinating the receipt of ethical and animal care protocol submissions, review, revision, and clearance of research ethics and animal care protocols within the University of Windsor.

SUMMARY OF DUTIES:

1. Develops policies and procedures for on-going monitoring of human and animal ethics protocols under the direction of the respective Research Ethic Board and Animal Care Committee Chairs.
2. Processes and analyses all animal and human research applications and enters data for all applications on the online system.
3. Monitors the ethics submissions throughout the review process.
4. Communicates and coordinates with the Office of Research Services with respect to clearance of research, expired clearances and certifications, revisions to the database, etc. in order to ensure effective communication between all stakeholders.
5. Ensures completeness of protocols and maintains all file documentation.
6. Provides administrative support to the Chair of the Research Ethics Board including the preparation of agendas, minute taking, preparation and distribution of materials for meetings.
7. Assists with the compilation of monthly and annual statistical reports for both internal and external stakeholders.
8. Provides administrative support to the Chair of the Animal Care Committee by scheduling and preparing all necessary meeting materials.
9. Monitors the protocols and compliance of the CCAC standards with respect to members involved in animal research.
10. Develops and maintains the website for the Research Ethics Board and the Animal Care Committee.
11. Monitors the budget and expenditures of the Research Ethics Board and the Animal Care Committee.
12. Performs other duties as assigned.

ESSENTIAL QUALIFICATIONS:

The successful candidate will have a University degree or possess relevant work experience in an administrative support capacity. The successful candidate will have the ability to work and make decisions independently, along with the ability to take initiative and problem-solve. Must have the ability to communicate effectively both written and verbal and must be able to do so with a wide range of individuals within and external to the University. The ability to handle information with sensitivity, confidentially, and with tact and diplomacy is required. As well, must be able to prioritize multiple deadlines and tasks effectively and be highly organized. The successful candidate will also have strong computer skills with Microsoft Office (Word, Excel), experience with webpage development and maintenance, and Typing 40 NWPM along with a demonstrated aptitude for learning new software. The successful candidate must also have previous experience working with databases and must possess a strong mathematical skill set in order to work with and analyse data. Familiarity with the Financial Information System, research ethical standards, and other applicable legislation such as FIPPA is required.

PREFERRED QUALIFICATIONS:

Will be knowledgeable about the University's organizational structure.

THE FOLLOWING TESTS WILL BE ADMINISTERED:

Typing; MS Word (Basic Level), Excel (Basic Level).

In accordance with Canadian Immigration Requirements, all qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. In pursuit of the University of Windsor's Employment Equity Plan, members from the designated groups (Women, Aboriginal Peoples, Visible Minorities, Persons with Disabilities, and Members of Sexual Minorities) are encouraged to apply.

EMPLOYEES INTERESTED IN THE ABOVE ARE REQUESTED TO APPLY IN WRITING BY COMPLETING AN "APPLICATION FOR TRANSFER" FORM AND FORWARDING IT TO:

employment@uwindsor.ca
DEPARTMENT OF HUMAN RESOURCES ON OR BEFORE:
Friday, August 16, 2013 - 4 p.m.

The 'Application for Transfer' form can be obtained in the Department of Human Resources