

**Job ID:** GEN-24-07  
**Job Title:** Research and Administrative Coordinator  
**Department:** Centre for Rural and Northern Health Research  
**Campus:** Thunder Bay Campus  
**Status:** Full-time, 12 month contract  
**Job Category:** Non-union

**Date Posted:** September 18, 2024  
**Closing Date:** Open until filled

## Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit [thunderbay.ca](http://thunderbay.ca).

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

## About this Job

The Centre for Rural and Northern Health Research at Lakehead University in Thunder Bay, Ontario, Canada, invites highly qualified and motivated applicants to a research and administrative position available under the leadership of Dr. Christopher Mushquash. The successful candidate will be part of a team delivering an exciting research program funded by the Canadian Institutes of Health Research (CIHR). This program is aimed at enhancing mental health and wellness among Indigenous young people. It will work to identify and share wise practices; develop and test culturally and contextually relevant interventions and measures; and seek to understand views of Indigenous youths, service providers, and decision-makers on topics related to youth mental health and mental health services, with emphasis on culturally and contextually relevant outcomes.

## Job Duties

a) Administrative and Operational Supports:

Working under the supervision of Dr. Mushquash, provides administrative and operational support, and manages the research program:

- Assists with hiring, onboarding, and training team members
- Contributes to long-term research team planning and management
- Manages confidential inboxes for Dr. Mushquash



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- Manages research budgets and assists with overall budgeting
- Designs project management plans and oversees execution

## b) Research Management:

Under supervision of Dr. Mushquash, the Research and Administrative Coordinator will work flexibly to meet competing demands of research projects:

- Conducts systematic reviews of literature and environmental scans
- Coordinates and advises on the development of data collection tools
- Coordinates and assists in research ethics applications and tools
- Informs supervisors when problems occur during research implementation
- Identifies funding opportunities and prepares applications and reports

## c) Research Analysis and Reporting:

Under the direction of Dr. Mushquash, the Coordinator will assume responsibilities for research analyses and reporting:

- Conducts data analyses using qualitative and quantitative software
- Compiles tables, charts, and infographics summarizing research
- Works with teams to prepare reports, presentations, and visual summaries
- Drafts articles and edits drafts of journal articles and other publications
- Assists with the organization and delivery of knowledge translation events
- Identifies other opportunities for knowledge dissemination

## Qualifications

### Requirements/Qualifications:

- PhD level education in behavioural sciences, social sciences, public health, education, health, or relevant discipline
- Master's level education with extensive work-related experience may be considered
- Excellent organizational and administrative skills and ability to manage multiple, competing priorities and deadlines
- Excellent written and oral communication skills, including ability to conduct correspondence with senior administrators, collaborators, and co-investigators
- Excellent interpersonal skills to support interactions with team members, collaborators, staff, and community partners
- Experience providing support to students, trainees, and other research staff
- Demonstrated experience with budgets, including management, and forecasting
- Proficiency with Microsoft Office programs (Outlook, Word, Excel, PowerPoint), and analytical software (E.g., SPSS and/or R and qualitative analysis software)
- Experience conducting systematic reviews of literature and environmental scans
- Advanced knowledge of qualitative and quantitative research methods
- Experience drafting articles, research summaries, and presentations
- Familiarity with northern urban, rural, and remote communities, as well as Indigenous and immigrant populations, their health concerns, services, and health human resource issues
- Awareness and sensitivity to rural and northern health issues, cultural diversity, and history, including issues affecting Indigenous and francophone populations

## Working Conditions

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- Office environment
- Occasional travel may be required

## What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

## How to Apply

- To apply please complete [this Google Form](#). Applicants should submit as a single PDF file including: a cover letter, curriculum vitae, copies or links to their most significant publications, and the names of at least 3 individuals who can provide a recommendation.
- For more information, questions can be addressed to Dr. Christopher Mushquash, [chris.mushquash@lakeheadu.ca](mailto:chris.mushquash@lakeheadu.ca), Director, Centre for Rural and Northern Health Research, Lakehead University, 955 Oliver Road, Thunder Bay, Ontario Canada P7B 5E1.
- This is a twelve-month full-time contract position, with opportunity to renew contingent on performance. Salary commensurate with qualifications and experience. Position is located in Thunder Bay, Ontario, with no option for remote or hybrid work

**We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.**

**Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or [human.resources@lakeheadu.ca](mailto:human.resources@lakeheadu.ca) to make appropriate arrangements**