STAFF VACANCY

Brescia University College (www.brescia.uwo.ca), a Catholic university college affiliated with Western University, is Canada’s only women’s university providing instruction to over 1,500 students. Brescia is currently seeking an experienced and resourceful person to fill an opportunity as:

RESEARCH OFFICER
(Permanent Part Time Position, 18 hours/week)
(Salary Grade Level 6, $25,983 - $30,785 annually)

Reporting to the Vice-Principal and Academic Dean, the Research Officer will be responsible for the coordination and promotion of research initiatives. Working in support of faculty, the Research Officer will identify research funding opportunities; assist faculty in writing and preparing grant applications; coordinating the pre-award grant and application process; and providing assistance with all post-award and administrative responsibilities.

The Research Officer position requires a detail-oriented individual with the ability to anticipate, plan and balance multiple priorities in a busy environment. Strong computer skills which include the ability to develop, manipulate and maintain several databases; the ability to work within a team; and the ability to demonstrate initiative and accountability for individual responsibilities are essential to the success of this position. Qualifications include a university degree and experience conducting research, ideally in a university environment. Excellent interpersonal skills, a proven ability to communicate effectively and professionally at all levels, and excellent written communication skills for writing reports and formal letters are also required.

For a detailed description of the role, please email brescia-positions@uwo.ca with your request.

Please submit a letter of application and resume by Sunday December 17, 2017 to:

Brescia University College
1285 Western Road
London, ON N6G 1H2
Email: brescia-positions@uwo.ca

Brescia provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact Human Resources at brescia-positions@uwo.ca