Research Administrator

Position Details

Position Information

Position Title	Research Administrator
Department/Unit	Financial Services
Location	Halifax
Posting Number	S164-20
Employee Group	DPMG
Position Type	Regular, On-Going
Duration of Contract (if applicable)	
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	$51,504 - $69,683 per annum
Classification	ADM-05
Provisional Statement	

About Dalhousie University

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

Job Summary

Dalhousie Financial Services strives to provide the highest quality financial services and information to ensure the effective stewardship of University assets to the benefit of students and scholarly activities. Financial Services is a core service unit of the University, providing services in areas of financial accounting, budgeting, procurement and risk management, cash management, and financial systems and policies. Reporting to the Assistant Manager, the Research Administrator is responsible for the financial administration of Canada Foundation for Innovation (CFI) awards for infrastructure.

Key Responsibilities

- Ensures sound financial administration of CFI awards. Liaises with Research Services and Procurement to review budgets for new awards and provides guidance to researchers on CFI policies and processes.

- Assists in the review of inter-institutional agreements for awards that are multi-institutional and provides feedback on the preparation of transfer agreements to ensure all financial aspects of the agreement are inclusive and accurate.

- Provides support and direction to researchers to ensure funds are expended in accordance with the terms, conditions, or regulations of the funding agency and/or policies and procedures of the University.

- Prepares and submits financial reports to funders and other institutions, responds to audits and monitoring visits as requested by agencies and other universities in

collaboration with the researcher and other units.

- Ensures accurate record keeping and document retention to facilitate the audit process, and compiles documentation as requested.

- Provides training for researchers and administrative and support staff. Acts as an expert resource for CFI awards administered by the IWK and NSHA, advising their respective researchers and financial managers on CFI policies and procedures for project management.

- Reviews and authorizes payroll forms for employees paid from CFI grants and resolves problems.

Note

Qualifications

Undergraduate degree in a related field plus five years' related experience is required. Accounting designation will be considered an asset. Experience in financial administration of research accounting is preferred. Proven organizational and communication skills with superior attention to detail is required, as well as demonstrated ability to prioritize and meet deadlines. High level of proficiency in computerized applications, including spreadsheets, databases, word processing software, Banner and Finance Self-Serve. The ability to work both independently and as part of a team is key.

Job Competencies

The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies (https://www.dal.ca/dept/leaders.html), in particular:

- Self-Awareness & Professionalism
- Respect & Inclusion
- Adaptability
- Knowledge & Thinking Skills
- Communication

Additional Information

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Application Consideration

Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration.

We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Diversity Statement

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity.

Posting Detail Information

Number of Vacancies	1
Open Date	10/07/2020
Close Date	10/23/2020
Open Until Filled	No

Special Instructions to Applicant

Quick Link for Direct Access to Posting	http://dal.peopleadmin.ca/postings/4541

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter