

## POSTING NOTICE

**COMPETITION #:** SC-133-2425

**POSTING DATE:** July 23, 2025

**CLOSING DATE:** August 1, 2025

**CLOSING TIME:** 12:00 PM

**POSTED:** EXTERNAL

**POSITION TITLE:** Coordinator, Research

**CLASSIFICATION:** Field

**SALARY:** Level 6, Non-Instructional Salary Grid

**LOCATION:** Yorkton, SK (Main Campus)

**POSITION TERM:** As soon as possible – March 31, 2026

**TOTAL CONTRACT HOURS:** 37.5 hours per week

**STATUS:** Term / Part-Time

**IMMEDIATE SUPERVISOR:** Alesia Malec, Coordinator, Applied Research

Applications including Resume & Cover Letter to [humanresources@suncrestcollege.ca](mailto:humanresources@suncrestcollege.ca)

### **TERM POSITION SUMMARY:**

Under the supervision of the Coordinator, Applied Research, this position is primarily responsible for leading and coordinating Applied Research projects as per approved proposals. Travel to surrounding Indigenous communities is required, and the research project is to be completed prior to the project funding deadline of March 31, 2026.

### **JOB DUTIES AND RESPONSIBILITIES:**

#### 1. Research

- Assist Coordinator, Applied Research, in researching and writing grant proposals as per the approved Suncrest College Applied Research plan.
- Assist Coordinator, Applied Research, in planning research projects.
- Research and develop project ideas for the college.
- Lead and coordinate approved research projects and trials.
- Conduct literature search to establish current knowledge as per project proposal.
- Request additional literature from funder / industry partners as needed.
- Design, assemble and perform experiments as per project proposal.
- Maintain, collect and analyze data.

#### 2. Supervision

- Supervise students working on research projects.
- Orientate, supervise and evaluate assigned staff, verify and authorize timesheets and expense forms.
- Monitor work for accuracy and timeliness.
- Assist Coordinator, Applied Research and Human Resources, in hiring student researchers and others needed to complete the projects.
- Train staff in lab procedures, protocols and safety.

#### 3. Administration

- Prepare and configure final internal and external routine and annual reports.

- Order materials within project budgets.
  - Prepare and deliver presentations.
  - Plan and coordinate plot tours.
  - Meet with staff, business and industry suppliers and partners, stakeholders, and general public.
  - Evaluates project plans, processes and materials related to research projects.
4. Additional Duties
- Other duties as assigned.

**QUALIFICATIONS:**

1. Education & Experience
- The minimum educational qualification for this position is a relevant post graduate bachelor's degree. This education would provide knowledge in research, project design, and proposal and report writing.
  - The minimum amount of practical, related experience required to perform the duties of this position is more than two years of field based research trials and projects. This experience would provide skills necessary to design and coordinate a research project and supervise staff.
  - Demonstrated experience working in a cross-cultural environment.
2. Knowledge, Skills & Abilities
- Strong project management skills.
  - Ability to determine, assess and communicate project needs.
  - Good working knowledge of Microsoft office and database concepts and design.
  - Demonstrated skills in proposal writing.
  - Demonstrated ability to work independently and as part of a team.
  - Demonstrated aptitude for preparing and delivering public presentations.
  - Demonstrated personal responsibility required for the performance necessary to achieve individual and / or team goals and objectives.
  - Ability to research information and opportunities.
  - Good organizational skills.
  - Excellent analytical and technical writing skills.
  - Strong interpersonal and communication skills.
  - High attention to detail and accuracy.
  - Strong understand of safety and conditions of working in a lab and research project environment.
  - Ability and willingness to perform position duties remotely. This includes having a dedicated workspace with reliable and sufficient internet connection along with the ability to self-motivate.
  - Ability to access files remotely.
  - Demonstrated familiarity with the tools and technologies that support working from home.
3. Other Requirements
- Valid Driver's license is required.
  - Satisfactory Criminal Record Check Required