

## POSTING NOTICE

**COMPETITION #:** SC-167-2526

**POSTING DATE:** September 2, 2025

**CLOSING DATE:** September 11, 2025

**CLOSING TIME:** 12:00 PM

**POSTED:** INTERNAL/EXTERNAL

**POSITION TITLE:** Coordinator

**PROGRAM:** Research (Innovation Farm)

**CLASSIFICATION:** Level 6

**SALARY:** As per Collective Agreement Non-Instructional Salary Grid

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

**POSITION TERM:** September 15, 2025 – June 30, 2026

**HOURS OF WORK:** 800 hours

**STATUS:** Term / Part-Time

**IMMEDIATE SUPERVISOR:** Gwen Machnee, Chair of Applied Research

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

### **POSITION SUMMARY:**

Under the supervision of the Chair, Applied Research, this position is primarily responsible for leading and coordinating the Keeseekoose First Nation Smart Farm Applied Research project as per approved proposals.

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

#### 1. Research

- Assist Chair, Applied Research, in researching and writing grant proposals as per the approved Suncrest College Applied Research plan.
- Assist Chair, 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 Chair, 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 2-year diploma in electronic systems engineering, computer science, or an equivalent combination of education and experience. 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 two years of practical applied experience with computer coding and/or software development. This experience would provide skills necessary to design and coordinate a research project and supervise staff.
- Must have experience and knowledge in Ag tech and a background in IT (i.e. computer coding, software development, etc.).
- 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