YDI Research Project Coordinator

POSITION IDENTIFICATION

Position Title: Research Project Coordinator
Faculty: Faculty of Health Sciences
Term: One year, with the possibility of extension
Funding: Grant funded; Part-time (.8 FTE)

Role Summary
In the context of worsening youth health trends in mental health, injury, substance use and obesity, investigators and public health practitioners at the British Columbia Centre for Disease Control (BCCDC), the Human Early Learning Partnership (HELP)-UBC, and the Faculty of Health Sciences (FHS), SFU, have identified an urgent need to develop an instrument to measure population-level longitudinal youth well-being (YWB) and resilience indicators.

This position will provide research and administrative managerial support for a grant-funded study, “Predicting successful trajectories from childhood to young adulthood.” The study is a collaborative project by BCCDC, UBC-HELP, and SFU FHS to develop an instrument to measure positive youth development and well-being. The project coordinator will be responsible coordinating tasks related to the development and validation of a survey—the Youth Development Instrument (YDI)—for assessing adolescent development, youth experiences, and social context factors at a population level. Tasks will include coordinating a literature review of constructs constituting youth well-being to inform survey development; establishing youth and community advisory boards; seeking input on the YDI from advisory committees, the Project Team, and other stakeholders; validating the YDI in selected schools; building and maintaining relationships and liaising with education and healthcare professionals and community contacts to coordinate and train users; planning and developing the validation research for the YDI to contribute to scholarly publications; and assisting with grant-writing for long-term project funding.

Working Relationships and Supervision
This position reports directly to the Assistant Professor Research Lead of the YDI. The incumbent will interact with faculty and staff at the BCCDC and SFU, as well as with HELP’s Deputy Director, Indigenous Community Engagement Coordinator, and members of HELP’s knowledge translation and data management teams, as well as other faculty, students, and staff at BCCDC, SFU and HELP. The successful candidate will be expected to work independently and with considerable latitude under the direction of the Assistant Professor (Principal Research Investigator) within established project parameters. Work is reviewed against task objectives.
Key Accountabilities

Major responsibilities include:

- Coordinating activities related to the development of the YDI survey instrument in collaboration with academic, community and youth partners and coordinate YDI review by stakeholders
- Pilot YDI through focus groups with relevant stakeholders
- Liaise with professionals in the education and public health sectors (medical officers of health, adolescent education and care services, administrators, program managers) to plan the development, validation and implementation of the YDI in select schools.
- Manage harmonized submission and updating of research ethics for the YDI and related project ethics applications.
- Manage timelines and project work-plans for all aspects of the YDI project.
- Monitor budgetary costs for the YDI project to maintain budget accuracy alerting management of any potential issues.
- Oversee data collection using the YDI, including monitoring confidentiality throughout the data collection process, and fielding questions and issues that arise during survey development and validation.
- Participate in planning and implementing additional research pilot studies, if necessary.
- Assist in grant-writing activities to further develop Youth/Young Adult trajectory work.
- Participate in regular research meetings related to the YDI.
- Assists with the orientation and supervision of other research staff/students as requested.
- Other duties as may be assigned.

Minimum Qualifications and Skills

Education
Master’s degree in public health, psychology, youth/human development, education, or social sciences, or equivalent combination of education and experience. Master’s thesis or research experience, including quantitative or qualitative data collection, analysis and management, is preferred.

Experience
Three years of related experience in project management in a research environment or equivalent. Proven ability to work successfully with a wide range of groups and individuals, including community groups, researchers, the public sector and multiple levels of government. Professional experience in Public Health and/or experience with the education sector preferred.

Skills
- Demonstrated project management and organizational skills
- Ability to coordinate and oversee work processes
- Ability to develop and maintain cooperative and productive working relationships
- Effective interpersonal skills and ability to communicate and build consensus among a range of stakeholders.
- Self-motivation and ability to work well with minimal supervision.
• Must be highly organized with the ability to prioritize assignments; proven multi-tasking skills, including ability to work effectively under pressure, handle heavy volumes and meet demanding deadlines.
• Strong attention to detail necessary.
• Excellent writing and presentation skills.
• Grant-writing and manuscript preparation
• The position requires a thorough knowledge of the university policies and procedures, good judgment and the ability to work independently in an interdisciplinary environment.
• Background/coursework in statistics (including, at least, understanding of significance tests, data distributions, data screening, correlation/regression analysis).
• Experience with standard computer software applications
  o Intermediate Word
  o Intermediate Excel
  o Intermediate PowerPoint
  o Outlook
• Knowledge of child/youth/young adult development.
• Interest in public health and prevention from a universal population health perspective.
• Knowledge and understanding of public health, social determinants, or child/adolescent development theories and research and a balance of creative, technical, and social/interpersonal skills.

To Apply: Applicants should submit: (1) a 1-page cover letter structured to address the qualifications, skills, and role responsibilities as listed above, (2) a resumé with two references listed and 3) writing sample. These items should be addressed to Hasina Samji and emailed to hsamji@sfu.ca.

Note: Letters of reference will only be requested from short-listed applicants.

Applications received until position is filled. We appreciate all replies to this position posting; however, we will only contact short-listed applicants.