#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Trent Community Research Centre Project Coordinator

**Job Number:** A-439 | VIP: 1736

**Band:** OPSEU- 8

**Department:** Co-op, Careers & Experiential Learning

**Supervisor Title:** Manager, Community & Workplace Partnerships

**Last Reviewed:**  April 8, 2022

#### **Job Purpose:**

#### The Trent Community-Based Research Project Coordinator is accountable for the development and delivery of high-quality community-based research (CBR) projects that are of direct benefit to local community agencies, and which provide transformative learning opportunities for Trent undergraduate students. This position works collaboratively with community agencies, faculty members and student researchers to further CBR at Trent University.

#### Key Activities:

##### Community-based research Project Development

* Works with community agencies and Trent university partners to identify community-based research project partners and research opportunities
* Supports Trent staff/faculty in working with community partners to develop research proposals. Key criteria for research proposals include:
  + Meets demonstrated need for the community partner
  + Has pre-determined expectation with respect to researcher time/capability. Different projects may suit different research models (e.g. individual researcher, class team-based research, longitudinal study, etc.)
  + Meets for-credit academic standards of Trent University, including ethics requirements and applicable research methodology
* Ensures research proposal development minimizes additional work for community agencies and is sensitive to their needs and any organizational limitations they face.
* Tracks and monitors CBR projects, including check-ins with community agencies, faculty and student researchers.

##### Student preparation for Community-based Research

* With Centre for Teaching and Learning (CTL), faculty partners, and student services, develops and delivers community-based research training program for student researchers
* Training components include (but may not be limited to) research methods, proposal development, project management, community partner structures and capacity, team-building, conflict resolution, research expectations.
* Assists Deans and the CTL in the development of appropriate community-based research courses.

##### Student staff/teaching assistant supervision

* Trains and supervises student staff and teaching assistants for the following areas of responsibility:
  + Outreach to community organizations to determine how Trent University can be of assistance to them, including potential research needs,
  + Working with community agencies, including initial research project development,
  + Assistance with research project management, in consultation with faculty supervisors,
  + Advising student researchers as needed regarding any challenges they are encountering, including making referrals as appropriate to student services such as Academic Skills, or faculty supervisors.

##### Support for Community Program Advisory Group

* Assists the Director, Co-op, Careers & Experiential Learning, in supporting the Community Program Advisory Group (CPAG),
* Assists in identifying community agencies and other interested parties who can be approached, leverages CPAG contacts to facilitate this,
* Provides information and advice about Trent CBR and best practices to the CPAG as required.

##### CBR expansion

* Examines and develops, in consultation with partners, ways to streamline and scale up community-based research at Trent, while maintaining and enhancing the responsiveness to community needs.
* Works with Trent University Advancement and Community Relations to develop fundraising proposals, grant proposals, and also to identify potential community partners.
* Works with Recruitment, Marketing and Communications to position CBR as a key element in the Trent student experience.
* Examines and develops proposals to diversify community-based learning through other opportunities, supported by faculty, academic departments and student services. Such proposals can include, but are not limited to, first/second year service learning, longitudinal research projects, other forms of community agency assistance such as grant-writing.

##### Other

* Oversees assessment of CBR program to determine effectiveness and to develop proposals for scalability/expansion.
* Collaborates with CCEL staff and other partners for an annual Celebration of Community Research event.
* As needed, assists with fundraising for community-based research initiatives.
* Other duties as assigned.

#### Education Required:

* Honours Bachleor’s Degree (4 year).
* Experience completing a major research paper/thesis an asset.

#### Experience/Qualifications Required:

* A minimum of three (3) years’ full-time experience working for the not-for-profit/NGO sector required. Additional experience working in the university environment preferred.
* A demonstrated understanding of, and commitment to, community development and social change. Demonstrated understanding of the needs and priorities of community organizations, charitable organizations, and other non-governmental organizations, and sensitivity to challenges experienced by these agencies.
* Knowledge of Trent University’s academic programs and principles of community-based research.
* General knowledge of various research methods and an understanding of the expectation for undergraduate community-based research project work.
* Superior verbal and written communication skills, and the ability to interact effectively and constructively with a wide range of stakeholders, including community partners, faculty, staff, and students.
* Demonstrated teaching/training experience and knowledge of learner-centered pedagogy.
* Well organized, results driven, effective time-management skills and ability to focus on multiple priorities.
* Excellent negotiation and conflict-resolution skills.
* Demonstrated strength in project management, organization, evaluation, and reporting.
* Knowledge of experiential learning theory and practices and university risk management policies.
* Proven track record of productive community agency relationship development resulting in quantifiable outcomes.
* Ability to work independently.
* Must hold a valid Ontario (or equivalent) Driver’s License – Class ‘G’ minimum
* Able to be flexible with working hours and travel outside of Peterborough on a regular basis.

#### Supervision:

* Supervise and direct the activities of student employees and Graduate Teaching Assistants.