

Research Coordinator Opportunity
Part Time Position – Faculty of Health Disciplines

Research into Regulation, Social Governance, and Inequities in Health

Position Start Date: As soon as possible with some flexibility

Overview:

This research coordinator position is intended to support Dr. Manca’s research as a Canada Research Chair in Regulation, Social Governance, and Inequities in Health. The successful candidate would help with research including qualitative studies into vaccination in pregnancy, access to vaccines, and caregiving and parenting since the COVID-19 pandemic.

Specific duties include, but are not limited to:

1. Research coordination:
 - Supporting grant and research ethics applications
 - Organizing and updating research materials and tools (e.g., calendars, websites, etc.)
 - Communicating with Dr. Manca’s research network
 - Collaborating with Dr. Manca’s research team and graduate students
 - Budget management
2. Opportunities to contribute to research:
 - Conducting and supporting literature reviews
 - Data collection (e.g., document collection, interviewing)
 - Data analysis
 - Writing and/or presenting results (policy briefs, manuscripts, research talks)
3. Regular meetings with Dr. Manca and additional research team members

The successful candidate will work with, and directly report to, Dr. Terra Manca at Athabasca University. Dr. Manca will provide training and mentorship for all activities. The successful candidate will gain experience in research coordination, as well as qualitative, social sciences, and interdisciplinary research.

This is a casual position with flexible hours. The rate of pay, specific job title, and duties will be commensurate with experience and collective agreement provisions. All duties can be completed remotely.

Qualifications:

1. Graduate degree in relevant discipline
2. Strong organizational skills (e.g., calendars, budgets, etc.)
3. Strong communication skills, including written and spoken
4. Experience with research management preferred



5. Experience working with relevant software (e.g., Microsoft Office, video-conferencing)
6. Interest in health equity, qualitative, and/or social sciences research
7. Affinity towards learning and adapting skills to fit the duties specified above

How to apply:

Interested candidates can submit their application by email to Dr. Terra Manca at terramanca@athabascau.ca. Applications should include a single PDF document with the following:

- 1) A **brief cover letter** summarizing your relevant experience, skills, and interests
- 2) A current **curriculum vitae or resume**
- 3) A list of 2 references (to be contacted after candidates are selected for an interview)

Evaluation of applications will begin immediately and continue until a suitable candidate is found. All applicants are thanked for their interest in this position. However, only candidates selected for an interview will be contacted.

Athabasca University and the researchers here are committed to equity in employment opportunities. We encourage applications from women, Indigenous Peoples, persons with disabilities, racialized minorities, 2SLGBTQI+ people, and anyone who identifies with a historically marginalized group. Applicants are welcome, but not required, to self-identify in their letter of application.

For more information or to ask questions about this opportunity, please contact Dr. Terra Manca (terramanca@athabascau.ca).

Terra Manca, PhD (she/her)

Assistant Professor
Faculty of Health Disciplines
Athabasca University
Phone: 1-800-396-0424