



Faculty of Health Sciences

13.04.2022

PROJECT COORDINATOR POSITION DESCRIPTION TERMS OF REFERENCE

PANDEMICS & BORDERS

Position Identification

Title:	Project Coordinator
Status and Funding:	Grant-funded Full-Time
Duration:	One year contract, with possibility of extension
Remuneration:	\$50,000-\$55,000

Project Summary

The Pandemics and Borders Project is an international and interdisciplinary research group, based at Simon Fraser University (SFU) in Canada, studying the use of travel measures during public health emergencies. The team bridges the fields of political science, economics, public policy, infectious disease modelling and genomics, on projects to advance risk-based approaches and other evidence-informed decision-making approaches to support border management during public health emergencies. The Project Coordinator will be responsible for providing a wide range of administrative support and project coordination functions, with opportunities to engage in research activities and training as appropriate.

Position Overview

The Project Coordinator will support the fulfillment of the stated purpose and objectives of the project. This position will be based in the Faculty of Health Sciences, Blusson Hall, Simon Fraser University (Burnaby campus).

The Project Coordinator will be formally employed by Professor Kelley Lee, as the Principal Investigator, with administration of the position through SFU.

Working Relationships

Reporting to the Principal Investigator, Professor Kelley Lee, the Project Coordinator will work closely with other project team members at SFU and collaborating institutions, as well as other research partners. He/she will be responsible for the following tasks:

Project Coordination Tasks:

- To support and coordinate the day-to-day administrative needs of the SFU-based project team including the PI, postdoctoral fellow, research assistants, students and other personnel within the PI's research group;
- To work with the SFU Office of Research Services regarding contracts with funding bodies, subcontracts with collaborating institutions and consultants, and any other administrative requirements related to research grants;
- To manage the project budget to ensure compliance with SFU Finance and financial requirements of funders including expenditure and reporting requirements;
- To assist with the preparation and submission of funding proposals and other scholarly applications;

- To organise project meetings and events held virtually and face-to-face including such tasks as circulating an agenda, scheduling, itineraries, travel and accommodation arrangements, catering, and other logistics;
- To manage public information about the project including responding to public inquiries, maintaining the project website, creating and maintaining databases, and supporting the creation of presentations, and disseminating outputs

Research Tasks:

- To undertake data collection and analysis related to projects as requested by the PI; and
- To contribute to the drafting of peer-reviewed publications, co-authored by the PI, team members and collaborators, as agreed with the PI.

Supervision Received and Provided

The Project Coordinator will have a directing reporting relationship with the PI and will work closely with Research Fellows in managing day-to-day tasks. The Project Coordinator will not be expected to supervise other staff.

Qualifications

Essential

- A completed undergraduate or graduate degree relevant to public health with preference given to expertise in public health or policy-related field
- research experience in a health- or policy-related field
- demonstrated experience of administrative support and project coordination, preferably in a research setting
- ability to work independently, with initiative and with utmost discretion
- excellent interpersonal communication skills
- experience of working with Microsoft Office (Word, Excel, Powerpoint), Endnote, Skype, DropBox and other relevant software applications

Desirable

- language skills
- experience managing Tri-Agency grants
- knowledge of border management and/or global health issues
- willingness to travel