

**Organization Overview** *Diversity, equity and inclusion are fundamental to our mission to educate students. We are committed to education that places strong emphasis on global citizenship, social justice and equity. We live this value through the strength and richness that diversity brings to our workforce and welcome contributors from equity groups including: Aboriginal Peoples, Visible Minorities, Persons with Disabilities, Lesbian Gay, Bisexual, Transgender and Queer persons.*

**Campus/Site** Progress Campus

**Position Summary** Centre for Global Citizenship Education and Inclusion  
**(Part-time position)**

Centennial College's Centre for Global Citizenship Education and Inclusion (GCEI) is seeking a Project Manager for a two year research study which will measure student knowledge, attitudes and practices related to self-presentation of global competencies during job application processes.

The Project Manager will be required to bring project management expertise to the project. The Project Manager will be engaged from the planning stage to execution and completion. They will work closely with the Project Director, Intervention Coordinator and full Research Team to manage effective and efficient execution of the project.

The Project Manager will work 16 hours a week at an hourly rate of \$50 for 52 weeks per year for 2 years.

## **Responsibilities**

- Executes the project as outlined in the funded proposal, using sound management techniques
- Administers the project's financial plan as presented in the funded proposal, or makes changes to the plan following policies and procedures
- Oversees and coordinates contributions of all research team members
- Works closely with the Intervention Coordinator to design and implement the intervention.
- Liaises, collaborates and communicates with industry project partner(s) and funder(s)
- Provides regular reporting on project progress to Project Director and Project Co-Director
- Complies with technical, progress, and compliance reporting requirements in accordance with relevant policies and procedures
- Leads the development of a visual research report detailing study findings
- Develops and implements Knowledge Transfer and Exchange (KTE) strategies including website material, conference presentations etc.
- Prepares additional reports, publications, presentations and other research dissemination materials
- Complies with Centennial College research ethics processes and research policies and procedures

- Other duties as assigned

**Qualifications**

- Minimum Master's degree; PhD an asset
- Minimum 3 to 5 years of experience managing large research projects
- Knowledge of research and statistical software (SPSS, NVIVO, Excel)
- Strong knowledge of qualitative and quantitative research methodologies
- Demonstrated project management skills
- Excellent organizational and problem solving skills
- Exceptional written and oral communication skills
- Experience developing and implementing Knowledge Transfer and Exchange (KTE) strategies
- Experience working with large research funders such as SSHRC and NSERC
- Experience and understanding of working effectively in a diverse environment
- Knowledge of global citizenship, equity and inclusion an asset

Please submit a cover letter and resume to [gcei@centennialcollege.ca](mailto:gcei@centennialcollege.ca) by August 10<sup>th</sup> 2018.