About UBC Okanagan

The University of British Columbia is a global centre for research and teaching, consistently ranked among the 40 best universities in the world. The Okanagan campus of UBC, located in Kelowna, is one of the most rapidly expanding campuses in North America.

The campus is lively, progressive and very diverse, with 70% of the student population from outside the region and international students from 80 countries enrolled in our undergraduate and graduate programs.

The Okanagan valley boasts an unparalleled quality of life with beautiful beaches, world-class golf and skiing, over 200 wineries and a wonderful climate.

Research Excellence

UBC Okanagan research funding has increased by over 400% in the last decade. To maintain this trajectory and manage the rapid growth of our campus, the Office of Research Services at UBC Okanagan is seeking a highly qualified Research Support Specialist to plan, communicate and manage high value and high impact research funding opportunities for our faculty.

Our Ideal Candidate

The Research Support Specialist (RSS) is responsible for planning, communicating, and managing high value and high impact research opportunities at UBC’s Okanagan campus with the goal of increasing the number and dollar value of successful funding applications.

The successful candidate will be responsible for providing expert advice and guidance to faculty in the identification of research opportunities in the natural sciences and engineering fields and in the completion of grant applications for major research funding opportunities to granting agencies, with a primary focus on the Natural Sciences and Engineering Research Council (NSERC).

How to Apply

Click here to apply. For more details on the position, please contact:

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Office of Research Services

Research Support Specialist (NSERC)
University of British Columbia, Okanagan Campus

Job Summary
The Research Support Specialist (RSS) is responsible for planning, communicating, and managing high value and high impact research opportunities at the University of British Columbia’s Okanagan campus. The incumbent is responsible for providing expert advice and guidance to faculty in the identification of research opportunities in the natural sciences and engineering fields and in the completion of grant applications. To accomplish this, the incumbent works closely with the Okanagan Office of Research Services and with the ‘Support Programs to Advance Research Capacity’ (SPARC) Office at UBC’s Vancouver Campus to develop program support for major research funding opportunities. The RSS will inform the Vice Principal Research (VPR) of important funding developments and provide analysis and recommendations on potential opportunities for UBC Okanagan’s research community. The goal of our RSS is to increase the opportunities for research success and to increase in the number and dollar value of successful funding applications at the UBC Okanagan campus.

This is a 1.0 FTE ongoing position at UBC’s Okanagan campus in the Office of Research Services.

Classification Title: Research & Facilitation, Level B
Employment Group: Management & Professional (AAPS)

Work Performed
• Works with individuals and teams of faculty members to develop research funding proposals and submissions to provincial, national and international granting agencies; advises and assists researchers to identify fundable research programs and proposals; provides advice and support to researchers at all career stages in articulating their research programs and identifying funding sources;
• Identifies opportunities for, and supports development of, new research projects, new teams and new partnerships, particularly those that provide opportunities to address priority research areas in health and biological sciences of external agencies;
• Provides research project development support for individual faculty members and faculty teams;
• Recognizes changes in the funding landscape and maintains expert-level knowledge of research granting agencies to customize proposals to granting agency mandate, priorities and guidelines;
• Provides authoritative information on research funding opportunities and ongoing development of strategic directions and research priorities provincially, nationally, and internationally to faculty and senior administration.
• Facilitates workshops and team meetings for research groups, centres and institutes; advises and assists researchers to articulate research programs and proposals; maintains in-depth knowledge and understanding of UBCO researchers and research programs;
• Identifies, designs, develops and delivers grant writing modules, workshops and seminars;
• Works closely with Faculties, Schools and Departments to administer faculty mentorship programs, inter peer review committees, and other initiatives to help build and support research capacity on campus;

• Plans, develops and implements internal procedures and policies for internal funding competitions;
• Provides expert review of draft proposals based on agency guidelines and assessment criteria;
• Formulates budgets to ensure that all funding agency and university requirements are met;
• Provides information on policies and procedures within the Office Of Research Services, and administers, approves and submits applications to funding agencies;
• Other duties as required.

Qualifications
Undergraduate degree in a relevant discipline. Masters or PhD in an academic discipline, with relevant research expertise. Minimum of three years’ experience or the equivalent combination of education and experience. Three years of directly relevant experience in developing, writing, critiquing or evaluating research funding applications. Expert-level knowledge of Canadian funding agency mandates and programs, particularly NSERC. Related experience in building collaborative research teams and multi-disciplinary and/or multi-institutional research proposals for provincial, national, and international agencies. Knowledge of successful grant application procedures and granting agency requirements. Related experience in the development of research proposals, publications, grant applications, including project logistics and budget development. Knowledge in conducting and designing research programs and in research methodologies. Strong interpersonal, organizational and problem-solving skills, including the ability to multi-task a range of complex projects and to meet the required deadlines. Ability to work under pressure and with frequent interruptions; and the ability to work in an independent and flexible environment. Experience in teaching and/or in developing and conducting grant/proposal writing workshops and training sessions. Excellent English verbal and written communication skills including training and/or education in academic communication. Ability to incorporate a broad knowledge base with understanding and communication of complex research issues to the non-expert reader. Excellent critical review and substantive editing skills.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the BC Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.