



*A Record of Success: The King's University in Edmonton is a lively, dynamic and nurturing learning environment. King's learning experience is enhanced by the institution's strong commitment to community service and faculty research. King's offers fully accredited three- and four-year Bachelor degrees in the arts, humanities, social sciences, natural sciences, and commerce, as well as a two-year Bachelor of Education after-degree. King's currently serves over 900 students of all ages from a variety of backgrounds from across Canada and abroad, representing a wide variety of nation*

## **Program Manager- Community Engaged Research**

Part-time (30 hours per week)

### **POSITION SUMMARY**

The Coordinator of Community Engaged Research works with Faculty, Students, and Community Partners to create, supervise, and complete student research projects in partnership with community agencies.

### **KEY RESPONSIBILITIES**

- The CER Coordinator is responsible to work closely with faculty members, students, and community partners in the design, implementation and evaluation of community-based research projects involving senior students in the social sciences.
- The coordinator works with faculty in developing suitable partnerships with private, public and/or non-government agencies and in assisting faculty with the selection of qualified students for CER placements.
- The coordinator supervises a number of students throughout their research projects by providing them with academic support, monitoring their progress, overseeing agency and student evaluations of research projects, and providing regular updates of all research projects to the Dean.
- Along with maintaining a CER project database, the coordinator works closely with the Dean of Social Science in developing the annual CER budget, creating, implementing and revising CER resources and promotional activities, and collaborating with appropriate administrative departments at King's to promote CER within and beyond the institution.

### **QUALIFICATIONS**

- Graduate degree in the Social Sciences and/or equivalent combination of an undergraduate degree in the Social Sciences and relevant experience with community-engaged research.
- Some familiarity with quantitative social science methods.
- Particular strengths in qualitative research methodologies and the ability to guide students in employing those methods and in the use of qualitative data analysis software (preferably NVIVO).
- Confidence and ability to work independently and collaboratively.
- Strong administrative abilities including planning and prioritization of diverse tasks, attention to detail and dedication to task completion.

- Strong oral and written communication and interpersonal skills as well as a genuine interest in providing academic direction and support to undergraduate students.
- Flexibility to travel occasionally to research sites within the city.

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A condition of employment is assent to the University's Christian Statement of Faith found at:

<https://www.kingsu.ca/about-us/careers>

This position will remain open until **Friday, July 23, 2021**. Submit resumes to Dean of Social Sciences:

[Michael.demoor@kingsu.ca](mailto:Michael.demoor@kingsu.ca)

The King's University  
9125-50 Street, Edmonton, Alberta  
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Visit our web site at [www.kingsu.ca](http://www.kingsu.ca).

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

*The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.*