



*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 nations.*

## **Research Coordinator**

Short-term Contract position 10-15 hours per week,  
Mid- August, 2021 - March 2022

### **RESEARCH PROJECT SUMMARY**

The King's University Mental Health Taskforce is conducting a Mental Health and Well-Being Needs Assessment (MHWNA). The purpose of this study is to identify the strengths and gaps between the current mental health needs of the King's community and campus supports for mental health and well-being. Qualitative and quantitative research methods will be employed. The results of this study will support the longer-term goal of developing a Campus-Wide Mental Health and Wellness Framework for The King's University.

### **POSITION SUMMARY**

The Research Coordinator reports directly to the Principal Investigator(s) with associated responsibilities to the Mental Health Taskforce Chair. Within the mission of The King's University, the research coordinator will be responsible for supporting, coordinating and performing research and administrative tasks related to the Needs Assessment. The coordinator will provide a wide variety of research support, all of which contribute to the efficient and professional coordination of the Mental Health and Well-Being Needs Assessment. This is a part-time position for approximately 8 months.

### **KEY RESPONSIBILITIES**

- Coordination of the overall study
- Conduct a literature review
- Write a research summary/annotated bibliography
- Assist and maintain ethics application
- Prepare study advertisements
- Communicate with study participants
- Coordinate research assistant(s)
- Schedule focus groups and interview
- Connect with transcription service provider
- Data management connected to the study
- Provide study updates, maintain minutes notes/minutes
- Properly manage research files and documents
- Participate in research team meetings

## QUALIFICATIONS

- Bachelor's degree (at minimum)
- Prior research experience in qualitative and/or quantitative research
- Demonstrates confidence and maturity in interpersonal relationships.
- Ability to be flexible, respond to changing priorities and meet deadlines.
- Demonstrate initiative and be self-motivated whilst knowing when to seek help.
- Excellent organizational, oral and written communication skills.
- Experience with computer software programs including Microsoft Office software.
- Experience with data software programs is an asset (e.g., SYSTAT, NVivo)
- Strong information literacy skills (i.e., conducting a systematic literature search using academic databases)
- Ability to maintain confidentiality of records and information.
- Ability to work both independently and as part of a team.
- Open and willing to serve within a Christian context.
- Able to support the King's mission and vision as well as demonstrate a commitment to King's community values.

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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>

Position will remain open until a suitable candidate is found. To apply, submit a Curriculum Vitae and two letters of reference to:

### Human Resources

The King's University  
9125-50 Street, Edmonton, Alberta  
T6B 2H3

E-mail: [humanresources@kingsu.ca](mailto:humanresources@kingsu.ca). 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.*