

Job Description

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Job Details

Job Title

Research Coordinator (II), Indigenous Health Research

Location

HSC- Central Campus

Job Type

Limited Term (>12 months)

Employee Group

Unifor Unit 1, Staff

Department

Obs & Gyn

Salary Grade/Band

Grade 9

Salary Range

\$30.84 - \$47.65 (hourly)

Contract Duration

12.1 Months

Hours per Week

35

Job ID

70528

Regular/Temporary

Temporary

Open Date

07/11/2025

Close Date

08/09/2025

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Posting Details

Schedule	Mon - Fri; 830-430
Education Level	Bachelor degree in a relevant field of study
Career Level	Requires 5 years of expereince

Job Description

Within the department of Obstetrics and Gynecology, this role is working directly with the Primary Investigator and/or Managing Director, the Research Coordinator II will play a central role in guiding and supporting research initiatives that are grounded in Indigenous values, priorities, and principles. This position requires a deep understanding of community-engaged research, Indigenous data governance, and ethical research practices. This role will be central to guiding culturally safe and community-informed research practices across the initiative. This position ensures that research activities are conducted in a culturally safe, ethical, and respectful manner, aligning with community values and Indigenous methodologies. The Research Coordinator will foster meaningful relationships with Indigenous partners, guide research design and dissemination strategies, and support community capacity building.

JD00439
Pay Grade 9
Research Coordinator (II)
<div>Summary</div> <p>The Research Coordinator (II) is responsible for applying specialized knowledge to initiate, implement, manage, and coordinate moderate to large research projects.</p> <p>The incumbent will build, foster, and sustain strong, trust-based relationships with Indigenous communities, organizations, and knowledge holders. The person will development a new and ongoing Indigenous-specific partnerships and community-based research initiatives and will ccoordinate and facilitate roundtable discussions and other engagement activities with Indigenous community members. Lead the formation and facilitation of an Indigenous Data Committee to guide research governance, interpretation, and dissemination. The person will Review Indigenous research components of grant applications and proposals for alignment with funding guidelines and ethical standards.</p>
<div>Key Responsibilities</div> <ul style="list-style-type: none">• Develop an implementation plan for research projects.• Design promotional strategies and related materials to encourage participation and support for research projects.• Perform quantitative analyses of research data.• Interview study participants to gather qualitative and quantitative data.• Facilitate focus group sessions with project participants.• Coordinate and manage the collection, delivery, entry, verification, analysis, and reporting of data.• Oversee the design and maintenance of databases, data collection forms, error checking methods, and related programs for collection, analysis, and reporting.• Apply specialized knowledge and scientific principles to review, critically appraise and interpret published literature.• Write sections of scientific papers, funding proposals, grants, and abstracts.• Coordinate the activities of research staff and resources to ensure that projects progress in accordance with predetermined timelines.• Develop estimates of time and resources for research projects.• Use statistical software to analyze data and interpret results.• Write data management and operations documentation for projects.• Liaise between the project centre and remote project sites and personnel.

- Ensure that relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures.
- Lead and coordinate meetings with internal and external stakeholders
- Develop presentations and present information and training sessions to project personnel and project participants.
- Present at meetings, seminars, and conferences.
- Keep project participants informed of project progress through regular reports and newsletters.
- Implement and maintain research project budgets. Create financial projections and make adjustments to research project budgets throughout the fiscal year.
- Exercise appropriate controls, monitor, and reconcile accounts.
- Conduct literature searches.

Supervision

- Provide lead hand supervision and is responsible for the quality and quantity of work of others.
- Ongoing responsibility for supervising up to 9 casual employees at any one time.
- Provide orientation and show procedures to others.

Requirements

- Bachelor's degree in a relevant field of study.
- Requires 5 years of relevant experience.

Requirements

- 4 -5 years of relevant experience in research coordination, preferably Indigenous health research.
- Experience in writing and preparing academic and non-academic documents, reports, and communication materials
- Strong oral and written communication skills, with specific skills in drafting reports and presenting information to various groups
- Ability to exercise good judgement and provide advice in sensitive contexts
- Demonstrated proficiency in Microsoft Office applications including Word, Excel, PowerPoint, Outlook, and Adobe Acrobat

Assets

- Completed OCAP certification
- Demonstrated experience working collaboratively with Indigenous communities or organizations.
- Understanding of legislative and policy contexts such as the Truth and Reconciliation Commission Calls to Action, OCAP, TCPS2, and Canadian research contexts

Additional Information

- The position is hybrid, requiring a minimum of 2 days on-site
- In accordance with McMaster's Indigenous Ancestry Verification Guidelines, candidates from this designated group are invited to self-identify in their cover letter, as part of the application process.
- This is a limited term assignment, for those who are in the bargaining unit, this will be considered a Career Growth under the Collective Agreement

How To Apply

To apply for this job, please submit your application online.

Employment Equity Statement

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and within the lands protected by the "Dish With One Spoon" wampum agreement.

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster University strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity.

The University seeks qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from indigenous (First Nations, Métis or Inuit) peoples, members of racialized communities, persons with disabilities, women, and persons who identify as 2SLGBTQ+.

As part of McMaster's commitment, all applicants are invited to complete a confidential Applicant Diversity Survey through the online application submission process. The Survey questionnaire requests voluntary self-identification in relation to equity-seeking groups that have historically faced and continue to face barriers in employment. Please refer to the [Applicant Diversity Survey - Statement of Collection](#) for additional information.

Job applicants requiring accommodation to participate in the hiring process should contact:

- [Human Resources Service Centre](#) at 905-525-9140 ext. 222-HR (22247), or
- [Faculty of Health Sciences HR Office](#) at ext. 22207, or
- [School of Graduate Studies](#) at ext. 23679

to communicate accommodation needs.

Vaccination Mandate - FHS

This position is located in a host hospital or other healthcare site that has an active vaccination mandate in place. Successful applicants will need to comply with these and any other health and safety measures necessary as part of their appointment.

Hybrid Work Language

To ensure an ongoing and vibrant University community that meets the needs of our students, staff and faculty and supports the University mission, ability to work on-site continues to be a requirement for most University positions. The University is supportive of exploring flexible work arrangements that effectively balance operational needs and employee interests.

Interview Experience

At McMaster University, we believe in a comprehensive and inclusive interview process. Our interview methods encompass a variety of approaches that allow our hiring teams to provide a flexible and accessible experience for engaging with our candidates. Throughout your recruitment process at McMaster, you may be requested to participate in a variety of formats, that may include in-person, virtual or recorded interviews. If you have any questions as you move through the hiring process, please reach out to talent@mcmaster.ca or the HR contact associated with your position of interest.

Apply

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