

# Project Coordinator

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## Position Details

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### Position Information

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| <b>Position Title</b>                       | Project Coordinator                                   |
| <b>Department/Unit</b>                      | Community Health & Epidemiology                       |
| <b>Research Project</b>                     | NutriRECS   |
| <b>Location</b>                             | Halifax   |
| <b>Posting Number</b>                       | GP01-19   |
| <b>Employee Group</b>                       | Grant-Paid  |
| <b>Position Type</b>                        | Term  |
| <b>Duration of Contract (if applicable)</b> | 1-year with possible renewal                          |
| <b>Employment Type</b>                      | Part Time   |
| <b>Full-time Equivalency (FTE)</b>          | 0.5   |
| <b>Salary</b>                               | \$25,000 - \$32,000 per annum for 50% FTE (20 hrs/wk) |

**About the Organization** NutriRECS is an international team of researchers, trainees, and public representatives working to develop high quality nutritional guideline recommendations (NutriRECS.com).

**Job Summary** Reporting to the Director of NutriRECS and Associate Professor, Department of Community Health & Epidemiology, the Project Coordinator will coordinate systematic reviews, meta-analysis, cross-sectional survey studies, public health guideline recommendations and grant proposal applications.

- Key Responsibilities**
- Perform and manage cross-sectional surveys and semi-structured interviews, including research ethics board application and amendments.
  - Coordinate and manage the planning and implementation of systematic reviews and meta-analyses with the highest quality, including study screening, data extraction, risk of bias assessment, certainty of evidence assessment.
  - Encourage and foster collaborative relationships with the NutriRECS team, particularly on multi-national surveys, and systematic reviews of food and nutrition for health outcomes.
  - Develop and monitor timelines for studies.
  - Contribute to the preparation of reports and completion of manuscripts; prepare new grant applications.
  - Co-supervise (with Director) trainee members of the systematic review team.

### Note

**Qualifications** Masters degree with a background in epidemiology or related discipline with 3-5 years related clinical research experience. Strong and effective communication, both written

and oral, interpersonal, and organizational skills are required. Experience with grant writing and/or grant management an asset. Must be able to work independently and collaboratively within a team. Fluency and efficiency with Endnote, Excel, RevMan, Stata, R are strong assets. Considerable experience with systematic literature reviews and meta-analysis are required. Experience with surveys, interviews, risk of bias assessment, certainty of evidence assessment, developing new research proposals and working with large teams would be considered an assets.

#### **Additional Information**

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a voluntary RRSP, health and dental plans and an employee and family assistance program.

#### **Application Consideration**

#### **Diversity Statement**

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity).

#### **Posting Detail Information**

|                            |            |
|----------------------------|------------|
| <b>Number of Vacancies</b> | 1          |
| <b>Open Date</b>           | 05/08/2019 |
| <b>Close Date</b>          | 05/30/2019 |
| <b>Open Until Filled</b>   | No         |

#### **Special Instructions to Applicant**

**Quick Link for Direct Access to Posting** <http://dal.peopleadmin.ca/postings/1380>

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## **Documents Needed to Apply**

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#### Required Documents

1. Résumé / Curriculum Vitae (CV)

#### Optional Documents

1. Cover Letter