



Opportunity | Scientific and Project Coordinator, York University

Project Summary

“Liberating Migrant Labour: International Mobility Programs in Settler Colonial Contexts” is a 7-year SSHRC partnership project that seeks to address the critical knowledge gap surrounding international mobility programs (IMPs) in high-income settler-colonial countries such as Canada, Australia, Aotearoa New Zealand, and the United States. These countries have historically relied on these programs to meet their labour market needs, often at the expense of workers' rights and protections, shaped by racialized and colonial legacies. The project involves a research partnership comprising scholars, government agencies, international organizations, public interest groups, Indigenous, workers’ and migrant settlement organizations, and transnational networks.

Through a multi-method, comparative approach, the project seeks to: (1) map the historical policy pathways of international mobility programs in each country; (2) document and compare patterns and trends in size and composition (i.e., gender, age, source country) of international mobility programs, with the aim of identifying analogues across countries under study; (3) establish criteria for evaluating IMP worker protection and proceed with assessing the outcomes of mobility programs; and (4) articulate principles for policy redesign, informed by both transnational and Indigenous perspectives, meaningful to policy-makers and advocates, in order to establish fairer and more sustainable labour migration pathways and social relationships.

Overview

Professor Leah F. Vosko, FRSC, Distinguished Research Professor of Political Economy, Department of Politics, Faculty of Liberal Arts and Professional Studies, York University is seeking a full-time Scientific and Project Coordinator. Reporting to Professor Vosko, the incumbent is responsible for the administration, management and effective delivery of activities falling under the above SSHRC Partnership Grant (“Liberating Migrant Labour: International Mobility Programs in Settler Colonial Contexts”) and allied projects supported by agencies such as the Canadian Foundation for Innovation. The incumbent will also substantively support the development and submission of new research proposals related to gender, migration, Indigeneity, mobility, and work. This position will work closely with university administrative staff, and research project team members, including graduate students, postdocs and faculty at York and partner universities. Responsibilities include supporting research planning, data management, budgeting, financial monitoring, reporting to funding agencies, knowledge mobilization and other activities tied to the grants and research partnerships of the unit.

Work will be performed on campus at York University with the possibility of occasional remote work.

Start date: No later than September 2, 2024

Term: One-year with the possibility of renewal.



Major Responsibilities:

Financial/Reporting

- In conjunction with the Principal Investigator, develops and monitors grant budgets and prepares financial forecasts
- Processes all receipts and payment transactions including payroll and journal transfers, and arranges for set up of sub-grant agreements if applicable
- Prepares financial forms including purchase orders, cheque requisitions, and reimbursement of expenses for all grants. Maintains filing systems for all paperwork, ensuring all original invoices and receipts, copies of forms and timesheets are filed and kept for the required time period and then are properly disposed of
- Reviews year-end financial reports (form 300) generated by Research Accounting for all grants for approval by the Principal Investigator
- Prepares, under the guidance of the Principal Investigator, interim and final financial and other reports for all grants
- Other financial and reporting duties as necessary depending on the grant

Administration

- Provides support to the research process, including arranging and managing ethics review processes, supporting qualitative research processes (e.g., interviews), and maintaining research information, including confidential materials and quantitative data
- Arranges and attends team meetings, takes minutes, and ensures the preparation and distribution of meeting notes and supporting documents
- Monitors calls for proposals and other funding opportunities
- Coordinates and assists with preparation and submission of new grant proposals, including budgets
- Assists with involvement of graduate students, including contract preparation
- Ensures maintenance and function of space, equipment, furnishings and supplies, including key distribution, in the project offices
- Responsible for supervision of casual support personnel. Supervision includes ensuring compliance with Occupational Health and Safety requirements, prioritizing tasks, providing instruction and arranging schedules
- Responsible for other duties as assigned

Communications

- Serves as the primary contact and resource for the unit's research activities
- Maintains effective and collaborative relationships with internal and external partners including the research team, postdoctoral fellows, students, partners (including the provincial and federal government) as well as VPRI, Research Accounting, Procurement and other York faculties and units including ISR, Osgoode, and LAPS



- Ensures the effective flow of information internally and externally including promotional materials, announcements, correspondence, or other activities as assigned
- Develops annual and final reports for funding agencies as required

Event Planning

- Coordinates events as they relate to the project including conferences, workshops, field schools and team meetings.
- Assists with preparing event materials, booking venues, arranging for catering and AV equipment, making travel/hotel arrangements, corresponding with event participants, and event wrap up activities (reimbursement of expenses and paying vendor invoices). Note: may require availability for occasional evening and weekend events.
- Coordinates site visits, including budgeting for travel and overseeing logistics. Note: Canadian and international travel may be required from time to time, depending on needs of the project.

Knowledge Mobilization and Training

- Participates in the development of workshops and prepares materials for students and community partners to learn research design, data analysis, report writing, and knowledge mobilization techniques
- Liaises with partners to develop effective seminars, workshops, and symposia and knowledge mobilization strategies
- Prepares annual report to track knowledge mobilization activities

Skills/Specialized Knowledge

- Excellent oral and written communication skills
- Demonstrated organizational and problem-solving skills
- Proven ability to exercise good judgement, take initiative and work independently
- Strong interpersonal skills and ability to deal courteously and effectively with people
- Excellent financial management skills and knowledge related to academic projects and grants
- Strong scheduling and record keeping skills
- Strong computer skills, including word processing and spreadsheets
- A MA degree with demonstrated experience in project administration (a PhD and experience in a university environment is an asset)
- Experience in migration and labour studies is a strong asset

To apply, please submit a cover letter and resume to Leah F. Vosko (lvosko@yorku.ca) c/o Abinaya Gnanasekar (abgnans@yorku.ca) by 9am July 29, 2022. Please put the job title in the subject line. Applications will be reviewed beginning July 29, 2022 and the position will remain open until filled.