



## EMPLOYMENT OPPORTUNITY

Competition #SA010-2022

### REB Coordinator

Temporary Part-Time (60%) Position (ASAP until further notice)  
Hours to be Determined (Telecommuting Options Available)  
Pay Grade H (\$29.16 to \$31.22 per hour)

Emily Carr University of Art + Design is a school of students, teachers, thinkers and makers unlike any other. Established in 1925, we are the only specialized, accredited, public, post-secondary university in British Columbia solely devoted to education and research in the creative sector and its associated knowledge economy. We merge research, critical theory and studio practice in an interdisciplinary environment, strengthening our work by the integration of our personal and professional practices. Our strategy, facilities, partnerships and resources are intentionally student-centred to foster dialogue, expression and open connections in support of the next generation of creative and cultural leaders.

As the REB Coordinator, you will provide administrative support to the Research Ethics Board by organizing and administering ethics applications made by researchers working with human subjects. The REB Coordinator provides information and workshops to faculty regarding internal and external policy on ethical standards of research involving human subjects, and provides general administrative support to the Research services area.

#### As the successful applicant, you should possess:

- Bachelor's Degree in an art and design related field.
- Minimum three years' direct experience with a focus on administrative support of research in an academic context.
- Or an equivalent combination of education and experience.
- Thorough knowledge of the Tri-Council Policy and Ethical Conduct for Research involving Human Subjects.
- Experience working in a unionized environment within an academic context.
- Highly developed organizational skills and the ability to work independently, multi- task, and set priorities.
- Highly developed interpersonal skills and ability to exercise sensitivity to relate professionally and effectively to industry representatives and other outside contacts as well as students, staff, and faculty.
- Excellent judgment and discretion.
- Ability to gather information from various sources, analyze and report results.
- Excellent oral and written communication skills.
- Proficiency with PC applications, including Microsoft Office (Excel, Word), Adobe Pro, and basic website management.
- Ability to exercise sound and independent judgment, tact, and diplomacy.
- Ability to work flexible hours as required.

#### Some Typical Duties:

- 1 Supports the Research Ethics Board by coordinating meetings, drafting agendas and minutes, and providing the necessary information for the Board Members to make informed decisions regarding applications.
- 2 Advises faculty, graduate supervisors, graduate, and undergraduate students on their ethics applications. Reviews applications and provides preliminary feedback to applicants.
- 3 Provides information regarding Tri-Council policy and Emily Carr's ethics review policies and procedures to the Emily Carr Community.
- 4 Sets up application files. Updates and tracks applications as required.
- 5 Communicates recommendations from the Research Ethics Board to applicants, assists in making the required changes and communicates revisions from applicants to Research Ethics Board.
- 6 Updates the Research Ethics Board website and other information documents.
- 7 Conducts information sessions on the role and function of the Research Ethics Board to faculty and graduate students once per semester.
- 8 Conducts Research Ethics Board application workshops for faculty and graduate students once per semester.
- 9 Liaises with other Research Ethics Boards working with creative research.
- 10 Makes recommendations to the supervisor for changes to practice, procedures, and policy.
- 11 Provides general administrative support and facilitates special projects for the AVP Research + Dean of Graduate Studies on an as needed basis.

To apply for this job, please visit <https://ecuad.peopleadmin.ca>. **Competition closes on Monday, 28 March 2022.**

*Emily Carr University especially invites those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized. These include women, persons with diverse gender expressions and identities, persons of all sexual orientations, racialized persons, persons with disabilities, and First Nations, Metis, Inuit and Indigenous persons. All qualified people are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority. While we thank all candidates for their interest, only those short-listed will be contacted.*