



**UNIVERSITY OF WINDSOR  
NOTICE OF VACANCY  
C.U.P.E. LOCAL 1393**

**POSITION TITLE:** Research Security Coordinator

**CLASSIFICATION/  
RATE OF PAY:** Classification "VI" per Schedule A of the collective agreement

**DEPARTMENT:** Office of Research Partnerships

*The University of Windsor is situated on the traditional territory of the Three Fires Confederacy of First Nations: the Ojibwa, the Odawa, and the Potawatomie.*

**PRIMARY JOB RESPONSIBILITIES:**

Research Security is vital for the University of Windsor for both researchers and funding partners on an international, national and provincial level. The Research Security Coordinator will oversee all research project related risk analyses and project assessments. The incumbent will function as an interface with members of the university research community, directors and external government and industry stakeholders with the goal of supporting a secure research environment.

**ESSENTIAL QUALIFICATIONS:**

The successful candidate will have:

- Undergraduate Degree in Science or Engineering
- Three (3) years progressive experience in a research-intensive role with direct responsibility for implementing and advising on research security functions within an academic institution or another organizational setting as deemed appropriate by the department
- Demonstrated experience in managing, coordinating, and advancing research partnerships with internal and external stakeholders, including funding agencies
- Demonstrated ability to determine the classification of technology/information within the appropriate regulatory regime
- Knowledge of policies and procedures related to various federal and provincial granting agencies (e.g., NSERC, OCE) and their funding programs, and experience with these programs
- Demonstrated ability to review research agreements with an eye to risk mitigation and compliance
- Demonstrated ability to train end users on new software products, develop training manuals and SOPs
- Strong conflict management and negotiating skills
- Experience compiling and disseminating statistical information for reports and/or analysis
- Superior analytical skills, accuracy, thoroughness and attention to detail
- Demonstrated ability to work both independently and within a team environment
- Excellent written and oral communication, interpersonal, negotiation, and leadership skills; Comfortable presenting to faculty and university leaders and collaborate effectively with individuals at all levels in the Organization;

- Familiarity with relevant US and Canadian research security regulations
- Strong interpersonal skills, diplomacy and discretion in handling matters which are highly sensitive and confidential
- Proven client-centered service delivery with a personable and positive attitude towards service. Ability to deal independently with confidential inquiries and involve other parties, as necessary
- Effective problem solving; resourcefulness
- Excellent time management and organizational skills, with the ability to work in a fast paced environment and meet tight deadlines with competing priorities
- Awareness of and sensitivity to individual, gender, and cultural differences and a demonstrated understanding of the importance of equity, diversity and inclusion as it relates to research
- Knowledge of Drupal or other webpage software
- Intermediate knowledge of MS Word, Excel, PowerPoint, and Adobe Pro.

**EMPLOYMENT EQUITY STATEMENT:**

In pursuit of the University of Windsor's employment policy as well as its equity, diversity, inclusion, and decolonization commitments, members from the designated groups (Female identified persons, Indigenous Peoples, Racialized Persons, Persons with Disabilities, and those that identify as -2SLGBTQIA+) are encouraged to apply and may self-identify if they choose to do so.

In accordance with Canadian immigration requirements, all qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. If you need an accommodation for any part of the application and hiring process, please notify [employment@uwindsor.ca](mailto:employment@uwindsor.ca).

EMPLOYEES INTERESTED IN THE ABOVE MUST APPLY ELECTRONICALLY BY COMPLETING AN "APPLICATION FOR TRANSFER" FORM AND FORWARDING WITH YOUR COVER LETTER AND RESUME TO:  
[employment@uwindsor.ca](mailto:employment@uwindsor.ca)

**ON OR BEFORE:**

**Friday September 22, 2023 at 4:00PM**