



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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RESEARCH CONTRACTS AND AGREEMENTS ASSISTANT

Job ID	63677-9411	
Web Address	https://careers.indigenous.link/viewjob?jobname=63677-9411	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-07-18	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Research Contracts and Agreements Assistant JD 1548 Unit/Project Description: The Canadian Longitudinal Study on Aging (CLSA) located within the Department of Health Research Methods, Evidence and Impact in the Faculty of Health Sciences is currently welcoming applications for a full-time, Research Contracts and Agreements Assistant to join our team! The CLSA is a scientific research program and research data platform. A fundamental principle of the CLSA is that data be made available to the research community and relevant stakeholders (data users) as soon as it is feasible, while protecting the privacy, confidentiality, and consent of participants. Ease of access and timely use of the data are critical to the success of CLSA research platform. Data users who are interested in accessing the data are invited to submit data access requests using Magnolia, the CLSA's online data access application system. Requests to access the CLSA data are reviewed by the Data and Sample Access Committee (DSAC) and the CLSA Executive Committee. This is an excellent opportunity for an experienced contracts and agreements professional to join us in an essential research support role. Reporting to the Executive Director, Strategic Initiatives, the Research Contracts and Agreements Assistant will have exposure to providing a full range of contracts and agreements support to the CLSA. This support includes working collaboratively with contracts and agreements staff internally at McMaster and externally at the institutions of data users to ensure legal requirements for data sharing are mutually met. Job Summary: Responsible for providing administrative support in preparing, reviewing and finalizing research related contracts and agreements. Provides accurate and timely information regarding research contracts and agreements which requires a thorough knowledge of various legal agreements, research policies and frameworks, as well as and University. Roles and Responsibilities:

- Prepare contracts and agreements based on established templates.
- Review contracts and agreements to ensure that they comply with the University's policies, copyright laws, and indemnity clauses.
- Alert management of irregular and undesirable terms in contracts and agreements that are received from potential clients and provide alternative recommendations.
- Provide information to clients (e.g., research collaborators) regarding the status of contracts and agreements.
- Negotiate proposed clause changes in contracts and agreement templates with external clients. Review changes with management for approval.
- Review and finalize contracts and agreements with external clients.
- Track the progress of contracts and agreements to ensure the University and other parties meet any and all legal obligations.
- Ensure compliance with University policies and procedures as it pertains to contracts and agreements.
- Resolve issues arising such as problems with access to research data.
- Track contracts and agreements to ensure appropriate fees are paid by clients, and that amendments are negotiated if required.
- Conduct database, literature and internet searches to locate documents and articles related to contracts and agreements.
- Provide information to clients in regard to appropriate contracts and agreements.
- Write a variety of documents such as correspondence and reports.
- Collect, verify, and input data into a variety of spreadsheets and databases.

- Set up and maintain filing systems, both electronic and hard copy.
- Assemble, copy, collate, and disseminate a variety of documents and materials.
- Handle sensitive material in accordance with established policies.
- Remain current with relevant university policies and related laws such as copyright laws.
- Greet visitors, answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Utilize discretion and judgment to screen visitors, telephone calls, and emails and notify appropriate personnel.
- Open and distribute incoming mail and faxes. Prepare outgoing mail, faxes, and courier shipments.

Qualifications:

- Bachelor's degree in a relevant field of study. Requires more than 2 years of relevant experience.

Assets: Previous experience working in a university or research environment is considered a strong asset.

Additional Information: This role is a full-time on-site position at McMaster Innovation Park with limited opportunities for remote work. The successful candidate must have/demonstrate:

- Excellent oral and written communications skills.
- Meticulous attention to detail and accuracy.
- Proven organizational skills to manage high volumes of work in a timely manner.
- Ability to learn quickly, adjust and adapt in a dynamic work environment. Proficiency in MS Word, Excel, PowerPoint, Outlook, Reference Management Software and Adobe Acrobat.

For more information, visit McMaster University for RESEARCH CONTRACTS AND AGREEMENTS ASSISTANT