Post Doctoral Fellow Job Description

Indigenous Workways: Creating cultures of trust via effective communication, building relationships, and a climate for cultural safety for Indigenous employees in Ontario and Canada

The Indigenous Workways project aims to increase employment and career advancement for Indigenous youth in Southwest Ontario and nationally by developing applied organizational communication tools, organizational climate best practices, and Indigenous employment and mentor networks. This participatory action research is a collaborative effort among scholars and Aboriginal Education Centres from four recognized Southwest Ontario institutions. Ultimately, the research has the goal of enabling organizations to create psychologically safe workspaces, respectful organizational communication tools, and sustainable Indigenous alumni networks. The Indigenous Workways project is funded by the Social Sciences and Humanities Research Council of Canada and the Ontario Research Fund – Research Excellence.

This position requires a PhD in Industrial Organizational Psychology or related discipline. Ideally this position will be filled by someone with experience working with Indigenous organizations and community. The position is one that will support ongoing research projects, as well as broader project functions. The postdoctoral fellow will gain experience related to academic research, as well as project management for a large-scale research grant. Candidates must have some experience in administration and/or project management.

Hours: approx. 30 hrs/week, one year with potential renewal for a second year.

Roles

- Research Support
  - Participate in conducting research work by performing specific assigned tasks, such as data collection and fieldwork
  - Organize and maintain documentation, experimental records and data; including electronic files and backups
  - Assist in analyzing and interpreting experiment results or research data by performing tasks such as assembly, compilation and summary of statistical and other data
  - Participate in the organization and recruitment of research participants
  - Participate in the development of research related documents, including ethics applications, journal publications and dissemination of research findings
  - May distribute work assignments to employees or students, and provide general onboarding for policies and procedures, and operation of equipment
    - May conduct training for student research assistants in data analysis
    - May supervise student research assistants in their project related duties
  - Assists with special projects and other duties related to the research

- Project Coordination
  - Facilitate communication and engagement with Advisory Council and local Advisory Circles
    - creating terms of reference
    - quarterly reporting
    - tracking issues to be brought to AC for consultation
Facilitate communication, engagement, and project activities with Indigenous Student Centres at Conestoga College, Wilfrid Laurier University, University of Windsor, and University of Waterloo

ORF-RE annual project reporting
- Coordinate reports from UWaterloo, St. Paul’s, UWindsor, and CC
- Prepare draft report and circulate for comments
- Help edit Executive Summary
- Point person with Office of Research for annual reporting
- Keep track of ongoing budget for internal project purposes

Engage public sector end-users

Identify and establish relationships with private sector end-users

Logistics for annual Advisory Council meetings

Logistics for annual student training workshops

Weekly leadership team meetings
- Meeting execution
  - Meeting minutes (take notes and disseminate)
  - Chair meeting

Annual alumni survey
- Coordinate ethics review/updates at UWaterloo and WLU
- Assist CC and UWindsor in ethics review as needed
- Compile annual alumni survey data from all institutions

Research Participant database
- Be aware of who is collecting data at any given time
  - Be sure researchers are properly tracking all alumni contact and participation
  - Maintain secure database document
- Work with Indigenous Student Centres to update participant database quarterly

Recruit and hire outside vendors as needed

Interested persons should contact Dr. Catherine Kwantes, Psychology Department, University of Windsor: Catherine.Kwantes@uwindsor.ca