Research Coordinator

FURTHER PARTICULARS

Be part of a Great West Indian Tradition

The University of the West Indies (UWI) is a well-established independent university that serves 17 countries of the Commonwealth Caribbean: Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, Bermuda, The British Virgin Islands, The Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, and the Turks & Caicos Islands. Read more …

Ranked Among the Best

An innovative, internationally competitive, contemporary university deeply rooted in the Caribbean, The UWI is an international university, in every respect, with links extending beyond the region to well over 100 universities worldwide.

The Times Higher Education rankings in 2018 and 2019, placed The UWI as the number 1 ranked university in the Caribbean out of over 200 registered institutions across the region; and among the top 3% of some 2,000 registered universities in the wider Latin America and the Caribbean. In 2020 The UWI was ranked among the THE's top 100 "Golden Age" universities established between 1945 and 1967. Read more …

About UWI

The first of UWI's five campuses began in 1948 at Mona, Jamaica, as a College of the University of London. The St. Augustine Campus in Trinidad & Tobago was added in 1961 and UWI achieved full university status in 1962. St. Augustine was followed by campuses at Cave Hill, Barbados (1963), the Open Campus (2008), and the Five Islands Campus in Antigua & Barbuda (2019). Read more …

Our 8 Faculties

Teaching at the St. Augustine Campus takes place within eight faculties - Engineering, Food & Agriculture, Humanities & Education, Law, Medical Sciences, Science & Technology, Social Sciences, and Sport. Each Faculty offers a wide range of undergraduate and postgraduate programmes. Find out more …

Get to Know Us

Visit https://www.uwi.edu/ to find out more about The UWI. For more on the St. Augustine Campus, visit https://sta.uwi.edu/ . Read the latest Campus news in our monthly publication, *UWI Today* and follow us on social media Facebook , Twitter, Instagram, YouTube, LinkedIn.

About the FACULTY OF HUMANITIES AND EDUCATION

The Faculty of Humanities and Education came into being on August 1, 1996 and comprises the School of Humanities (formerly Faculty of Arts and General Studies) and the School of Education (formerly the Faculty of Education).

The School of Humanities comprises the Department of History, the Department of Literary, Cultural and Communication Studies, the Department of Modern Languages and Linguistics, the Department of Creative and Festival Arts, the Film Programme in the Office of the Dean and the Centre for Language Learning.

School of Education

Established in the mid-1960s as the Institute of Education, the School of Education engaged, in its early years, mainly in curriculum development and research activities. As part of the University's re-structuring process the School has, at different times in its history, been constituted as a Faculty of Education, an Institute of Education and a School of Education. Since 1995/1996, when The University of the West Indies (UWI) underwent its last major restructuring exercise, it was re-named the School of Education. Together with the School of Humanities, it now constitutes the Faculty of Humanities and Education. Teacher education for university certification was introduced at the School in 1973. Since then, the School has been a leader in teacher development in Trinidad and Tobago, as well as in many other countries of the region. More recently, we have begun to develop programmes for persons involved in education in other areas of professional practice as well. Thus today, our students also include secondary school librarians and health educators, as well as lecturers in tertiary level programmes, both here at UWI and at other tertiary institutions in Trinidad and Tobago.

Tenure of Appointment

Appointment as Research Coordinator will normally be for three (3) years in the first instance, with eligibility for consideration for renewal.

Subsequent to the first appointment, a member of staff who has served in an equivalent position in this or some other University for a period of six (6) years will be eligible for consideration for indefinite tenure.

Appointment to this post is subject to the Charter of the University and to its Statutes, Ordinances, Rules and Regulations, including Statute 36 – Retirement of Members of Staff.

Further details may be obtained from the Campus Registrar,
The University of the West Indies, St. Augustine, Republic of
Trinidad and Tobago.

Research

The University of the West Indies supports the research activities of permanent members of staff by providing study leave, special leave for scholarly purposes, and sabbatical leave, as well as offering funding for research trips, fieldwork, institutional visits, conference participation and organisation, and research assistants. For more information on research funding, see
http://sta.uwi.edu/research/funding.asp

Research Coordinator

Qualifications and Experience

The successful candidate must possess at minimum, a PhD in Educational Research Methods, Measurement and Evaluation, Project Management or a closely related field.

Candidates should also possess:
- At least five (5) years' experience in Research Administration preferably in a University environment
- At least three (3) years' experience in reviewing and responding to research agreements and contracts
- Good record of research and publications in reputable peer-reviewed journals
- In-depth and detailed working knowledge of sponsor/donor guidelines and university research procedures
- Competency in preparing grant proposal applications
- Ability to critically analyze decision results and make recommendations to improve application success rate
- Strong proficiency with a variety of editing and research-based software applications
- Proficiency in the use of software for the analysis of quantitative and qualitative data

Candidates with the following would have an advantage:
- Master's degree in Education or a closely related field
- At least three (3) years' experience in the evaluation and editing of grant proposals and budgets

The following would be considered assets:
- Master's degree in Education or a closely related field
- At least three (3) years' experience in the evaluation and editing of grant proposals and budgets

Key Responsibilities
- Determining on-going eligibility of faculty members for grants and completion of all applicable sponsor/donor verification procedures to ensure continuing eligibility
- Monitoring and providing necessary action throughout the lifetime of projects from initiation to file closure
- Providing expert guidance and advice to develop and complete competitive proposal writing and reviewing high-quality funding proposals
- Liaising between industry, society, agencies, institutions and staff to seek out research and funding opportunities which align with the vision of the Department
- Coordinating and managing funding and budget procedures
- Working with relevant personnel to ensure that the research administration role is carried out promptly and accurately
- Developing correspondence for management of applications/awards
- Ensuring accurate, consistent and efficient data entry and workflow to best support researchers
- Researching and recommending enhanced administrative management procedures and policies in keeping with current with best practices
- Managing internal funding/nomination programmes in a consistent and transparent manner

- Developing and communicating internal competition procedures
- Coordinating review panels, as well as participating in and documenting panel decisions
- Serving on committees at the Department
- Teaching at least one (1) undergraduate or postgraduate course
- Committing to the vision, mission and values of the School of Education

Personal Attributes

The Campus places high priority on individuals of integrity who can work well in a team and student friendly environment. Candidates should also possess good communication and interpersonal skills. A good command of both oral and written English is essential. Candidates should also:

- Demonstrate collaborative leadership
- Possess enthusiasm for teaching and research
- Have a research-centered and opportunity-focused disposition
- Be detail-oriented and self-motivated
- Be open to interdisciplinary approaches
- Have excellent time management skills

Candidates are further encouraged to enhance their application by providing the following:

- Cover Letter
- Teaching statement (1 page)
- Research statement (1 page)

Remuneration Package

Annual Salary Range:

Lecturer (Non-Medical):
Minimum: TT$ 239,544.00 per annum
Maximum: TT$ 333,456.00 per annum

Assistant Lecturer (Non-Medical):
Minimum: TT$ 185,880.00 per annum
Maximum: TT$ 219,420.00 per annum

Benefits:

- Special allowance of 6% of basic salary;
- Transportation Allowance of TT$3,250.00 per month;
- Up to five economy class passages plus baggage allowance of US$3,000.00; (TT$ equivalent) on appointment and normal termination (persons recruited from outside of T&T);
- Unfurnished accommodation at 10% or furnished at 12.5% of basic salary, or housing allowance of 20% of basic salary to staff making own housing arrangements;
- UWI contribution of equivalent of 10% of basic salary to Superannuation Scheme;
- Annual Study and Travel Grant (available after first year of service) -TT$24,548.00 per annum;
- Institutional Visit Allowance (available after first year of service) – TT$7,200.00 per annum;
- Book Grant – TT$6,000.00 per annum;
- Contributory Health Insurance – 50%;
- Group Life Insurance Scheme

The Registry
St. Augustine
File # 141/9/59 II
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