



Research Coordinator (Part-Time)

ABOUT ST. MARY'S UNIVERSITY:

Our Vision: To be the preeminent Catholic University in Canada, known as a centre of academic excellence providing a vibrant and engaged student experience that prepares authentic leaders committed to the service of others.

Our Mission: Open to all and grounded in the [Catholic Intellectual Tradition](#), St. Mary's University educates the whole person to inspire and empower tomorrows engaged, global citizens for the future.

Our Values: As a Catholic community, we value being Welcoming and Serving of all, Academic Excellence and Faith.

As an independent Catholic university in Canada, with a strong emphasis on liberal arts and sciences, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's is focused on developing the whole person: mind, body and spirit. For more information about St. Mary's and our Strategic Plan, visit <https://stmu.ca/> and <https://stmu.ca/about-us/strategic-plan/>

ABOUT THIS OPPORTUNITY:

The Research Coordinator-Analyst will report to the PI, Dr. Erin Reid, Assistant Professor of Education. The RC will assist with project coordination at various stages of the research process, from hiring and scheduling, to data collection and statistical analysis. The successful candidate requires a strong blend of organizational skills, research and writing skills, and excellent communication skills.

Main responsibilities for this position will include:

- Assist with hiring, project coordination, and communications.
- Assist with literature reviews, grant writing, and preparation of research publications.
- Assist with data collection and analysis.
- Other related duties as assigned by the PI.

WHAT YOU CAN EXPECT:

Wage: \$24.04/hour, plus 4% vacation pay.

APPOINTMENT/TERM DATES: The successful candidate will work 30 hours per month from September 14, 2026 to August 31, 2027, for a total of 360 hours.

QUALIFICATIONS

- Minimum of a bachelor's degree in education, psychology, or a related social science.
- Skills in statistical analysis
- Minimum of 2 years of related experience.
- Strong interest in research, editing skills, and the publication process.
- Ability to plan, organize and prioritize tasks and meet deadlines, maintaining accuracy and attention to detail.
- Strong working knowledge of MS Office applications (Excel, Word, and Outlook).
- Self-motivated with the ability to collaborate effectively.

VALUES & ATTRIBUTES:

- Alignment with institution values and strategic plan pillars.



- Upholding core competencies associated with the institution's four pillars.
- Knowledge of, and respect for, the institution's Catholic mission and identity.
- Fostering equity, diversity, and inclusion, as well as Truth and Reconciliation.

WHAT WE OFFER:

As a part of the St. Mary's University community, eligible employees received a comprehensive compensation and total rewards package that includes, but is not limited to, a group benefits package, health spending account, RRSP matching, and generous paid time off. For more information on our offerings visit <https://stmu.ca/careers/>.

OUR COMMITMENTS:

St. Mary's University is committed to Indigenous Truth and Reconciliation. Our land acknowledgement and Indigenous initiatives information can be found at <https://stmu.ca/campus-life/indigenous-initiatives/>. St. Mary's University is an equal opportunity institution. We hire on the basis of merit and are passionate about building and sustaining an equitable and welcoming campus environment where diversity in all areas is celebrated and valued. If you require support services or accommodations during any stage of the recruitment process, please include this in your application. All requests will be handled with the utmost confidentiality.

APPLICATIONS:

Please email application packages to Human Resources at careers@stmu.ca in one .pdf formatted document with the Subject Line of: "Research Coordinator" by September 4th, 2026. Note: Interview will be ongoing and the position may be filled prior to the closing date. All applicants must submit a cover letter, resume, and contact information of three most recent supervisors and/or written letters of recommendation. Previous employees should submit an updated resume and updated credentials if applicable.

*We encourage all qualified applicants to apply. Canadian citizens, permanent residents and others currently legally authorized to work in Canada will be given priority. We thank all applicants for their interest. However, only those applicants being interviewed will be contacted. **No phone calls please.***