Yukon University
Statement of Qualifications
Project Officer, YRC

Department: YukonU Research Centre
Location: Whitehorse, Yukon
Date: April 2021

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Essential Qualifications (assessed in screening process)

Education and Training: Relevant post-secondary education with 2 years research experience or an appropriate combination of education and research work experience
Class 5 Drivers' License

Demonstrated Abilities: Ability to read and interpret documents related to terms of agreements, financial obligations, legal liability, etc.
Ability to establish and maintain effective working relationships with a variety of government and non-government organizations
Experience contributing to preparation of project proposals
Experience coordinating research projects

Equivalency: Appropriate combination of education and research work experience may be considered.

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Rated Qualifications (factors assessed through interview, etc.)

Knowledge of:
1. Funding agency policies, processes and procedures.
2. Project proposals.
3. Research projects.
4. Research ethics considerations and compliance.
5. Budgets and project reporting.
6. Yukon scientific and technical communities.
7. Project management

Ability to:
1. Contribute towards the preparation of project proposals.
2. Coordinate research projects.
3. Read and interpret documents related to terms of agreements, financial obligations, legal liability, etc.
4. Establish and maintain effective working relationships with a variety of government and non-government organizations.
5. Understand budgets and project reporting.
6. Communicate effectively through written and oral formats, as well as, to both technical and lay audiences.
7. Develop project scopes and ensure appropriate management throughout the project life cycle.

Personal Suitability:
1. Strong analytical skills.
2. Strong communication skills.
3. Establish and maintain effective working relationships including governments and First Nations.
4. Proficiency in digital environments.

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