

Yukon College  
Statement of Qualifications  
Research Project Officer

Position Title:       **Research Project Officer**  
Department:       Yukon Research Centre  
Location:       Whitehorse  
Date:       August 2011

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Essential Qualifications (assessed in screening process)

Education and Training:

Relevant university education (i.e. Engineering, Business, Natural Sciences or a combination of education and experience)

Demonstrated Abilities:

Experience in scientific research;  
Administrative experience preparing and overseeing contracts and budgets,  
Managing budgets and timelines

Licences/certificates: Class 5 drivers' license

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Rated Qualifications (factors assessed through interview, etc.)

Knowledge:

- K.1 Knowledge of research compliance issues and funding agencies policies and processes
- K.2 Knowledge of quantitative field research methodologies and their application in a northern, cross-cultural setting
- K.3 Knowledge of Yukon scientific and technical communities
- K.4 Knowledge of financial and budgeting requirements
- K.5 Knowledge of First Nation traditional beliefs and practices

Abilities:

- A.1 Ability to establish and maintain effective working relationships with a variety of government, non-government and academic organizations
- A.2 Ability to manage budgets and timelines
- A.3 Ability to prepare research proposals and funding applications
- A.3 Ability to organize meetings, workshops, and forums
- A.4 Ability to coordinate/perform administrative and financial duties
- A.5 Ability to develop & maintain a network of climate exchange contacts
- A.6 Ability to read, understand and effectively communicate, both professional and lay audiences, complex scientific ideas
- A.7 Ability to interpret financial, legal, and scientific documents
- A.8 Ability to articulate protocols for working with Yukon First Nations
- A.9 Strong computer skills

Personal Suitability:

- PS.1 Strong oral, written and communication skills, including the ability to read, understand and effectively communicate, to both professional and lay audiences, complex scientific ideas
  - PS.2 Strong inter-personal, organizational, problem-solving, critical-thinking, time management, and creative skills, and a demonstrated ability to initiate actions and work with minimal supervision
  - PS.3 To work effectively with other institutions, branches, agencies and First Nations
  - PS.4 Flexibility and adaptability to changing work demands
  - PS.5 Ability to positively represent the YRC and Yukon College with colleagues, clients and the community
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PS.6. Ability to work in a team environment – taking and receiving suggestions from the team as well as contributing positive input to the team

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