Project Manager – Position Description
.txtLAB @ McGill
Department of Languages, Literatures, and Cultures
Contact: alayne.moody@mcgill.ca

Timeframe: 33.75 hrs/wk, October 1 2014 to September 30 2015 (with the possibility of renewal for up to 6 years)

Salary: $44,000-$55,100, commensurate with experience.

We are seeking a Project Manager to oversee a variety of international and multidisciplinary research projects affiliated with .txtLAB, a digital humanities laboratory at McGill University directed by Professor Andrew Piper. All projects involve the application of computational and quantitative analysis to the study of literature and culture in a global context with over 20 partners from across North America and Europe. The position affords the opportunity to develop a dynamic and growing research environment. The ideal candidate will bring enthusiasm and energy to oversee a diverse range of responsibilities. These will include coordinating research processes, managing personnel, overseeing a budget of ~$350,000/year, and directing knowledge mobilization (social media, conferences, workshops, etc.).

Specific responsibilities include:

- Research Coordination. Manage activities to support the daily operation of the research lab, including:
    - develop and oversee workflows to ensure the quality and timeliness of research output by student research assistants (ca. 10-12 students from the undergraduate to graduate level)
    - devising and implementing administrative procedures and systems to support the research group's operation
    - liaising with other university units (e.g. Financial Services, Event Services, Travel Desk, Faculty of Arts), external organizations (e.g. service providers, granting agencies), as well as other faculty members
    - advising researchers on policies and procedures of the University and funding agencies
    - researching and keeping up-to-date with funding programmes, applications deadlines and review processes
    - assisting in the preparation of research grant applications and reports
    - developing, implementing and monitoring records management for the research group.

- Financial Management. Administer finances related to the lab, including:
  - preparing and maintaining all budgets related to the lab
  - processing payments for lab personnel
  - ensuring that detailed records are kept up to date, and that our internal financial records match those kept by McGill University and by external agencies
  - assisting in the preparation of accounting reports and statements
  - processing expense reports submitted by members of the research group
  - paying invoices associated with the research group's activities.

- Knowledge Mobilization. The Project Manager plays a key role in the dissemination of research within the University and beyond. These activities include:
  - developing a social media presence and generating regular communication on various platforms (Facebook, Twitter, project websites)
  - organizing local meetings with research assistants or other researchers
  - planning logistics of events hosted by the lab, such as conferences and workshops
  - logistics include: room and flight bookings, catering, honoraria, and preparing posters and press releases

- Other responsibilities include:
  - liaising with faculty and staff at McGill university and other institutions to coordinate and plan activities
  - regular meetings with supervisor for strategic planning and troubleshooting
  - assistance with grant writing for workshop funding, REB approvals, or new project proposals

Person Specification:

The ideal candidate will have a bachelor's or master's degree with a strong interest in the digital humanities. The candidate should be motivated, highly organized, self-directed, and able to work well in team settings. Previous managerial experience and financial literacy are preferable, as well as any grant writing experience. He or she will be able to manage logistics, and will have excellent interpersonal and communication skills required to liaise with senior scholars within and outside the University, students at all levels, and the wider public. He or she will be a team player who is also able to work independently, who manages his or her time effectively, and can handle several projects simultaneously. He or she will have a flexible approach to working, and will be prepared to work extra hours at busy periods. Overall, enthusiasm and interest in growing an emerging research environment is a must.