McGill University – Vacant Positions

Position Title:	Project Coordinator, Health & Wellness Mapping Project
Faculty/Unit:	Geographic Information Centre (GIC)
Hours/Week:	33.75 (flexibility, including evening and weekend hours may be required may be required during peak periods)
Salary Range:	$27.43/hour + benefit pay
Reporting To:	Director, Geographic Information Centre (GIC)
Duration of Assignment:	12-month term

PROJECT OVERVIEW

This project aims to create an online, interactive map that shows all of the various health and wellness support and resources located on-campus and in the surrounding areas (downtown Montreal and Sainte-Anne-de-Bellevue). The map will be similar to Google Maps, allowing students, faculty and staff to find the appropriate care or support based upon a number of criteria, including (but not limited to): opening hours, insurance coverage, symptom, type of condition, and language(s) spoken. In order to create the map, resource mapping will be performed to gather data. This map and its features will be sustained by a living dataset, updated regularly by applied student research projects, interns and/or other staff members. One of our key objectives is that the user interface and the dataset should be openly available for integration into student projects and research.

POSITION SUMMARY

The project coordinator will be responsible for all aspects of the implementation of the Health and Wellness Mapping Project, including a detailed work plan, community consultation, data collection and report writing. The project coordinator will manage student staff, in collaboration with their supervisor, and will liaise with other academic and service units on campus.

The project coordinator will use the data to build out the map with health and wellness support and resources. The coordinator will partner with the Campus Planning and Development Office and the Office of the Executive Director, Services for Students, to make sure that the map is compatible with current campus maps and that all data is stored centrally within the Geographic Information Centre (GIC).

PRIMARY RESPONSIBILITIES

- Prepare and conduct community consultations/focus groups
- Review previously collected data
- Design and/or instruct students and/or staff to improve the dataset
- Review and curate the dataset collected by students and/or staff
- Contact resources identified to ensure the validity of resources mapped in the dataset
- Liaise with other academic and non-academic units to facilitate the project's goal and objectives
- Collaborate with the Project Coordinator, McGill Interactive Accessible Network [IAN] Mapping Project, to ensure that the two projects are developed in a complementary fashion
- Provide project management including work plan development, report writing, staff training and supervision, etc.
- Conceptualize and monitor the role of a web developer to create a front-end interface for the Health and Wellness Mapping Project, in collaboration with the IAN Mapping Project team.

EDUCATION & EXPERIENCE

- Undergraduate degree (related field). Three (3) years' related experience (which may include academic years if directly associated)
- Knowledge of how to work with confidential digital data

OTHER QUALIFYING SKILLS AND/OR ABILITIES

- Demonstrated knowledge of health and wellness resources and the Quebec healthcare system required.
- Sound communication skills and ability to communicate in English and French, written and spoken, required.
- Must be self-directed and able to work autonomously and as part of a multi-disciplinary team.
- Tact, diplomacy, excellent interpersonal, organizational and communication skills are essential.
- Experience in project management would be considered an asset.
- Web development experience is an asset.
- Knowledge in GIS (ArcGIS or QGIS) and database management would be an asset.

HOW TO APPLY

PLEASE SUBMIT YOUR RESUME AND COVER LETTER BY:
  Email: tim.elrick@mcgill.ca
  Applicant selection will start on: July 30, 2018 (and will continue until all positions are filled)

McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification