

## Job Description of the Research Facilitator of the Centre for Critical Studies of Rural Mental Health and the Faculty of Health Studies

**Responsible to the Dean, Faculty of Health Studies. Duties and responsibilities of the position includes:**

- a) Developing strategic plans for the Centre along with the Executive Team of the Centre,**
- b) Developing networks between the Centre, Health Studies researchers, Brandon University faculty, and research centers/institutes internal and external to the University,**
- c) Promoting internal communication with faculty members on matters pertaining to rural mental health research,**
- d) Communicating with and establishing relationships with funding agencies,**
- e) Seeking out new research funding opportunities,**
- f) Developing relationships/partnerships within the community to promote research that is responsive to the community,**
- g) Providing relevant training to support faculty in applying for grants and in completing research activities,**
- h) Providing process support to faculty in applying for grants and achieving research objectives (e.g. literature searches, assistance in completion of grant forms, assistance with ethics - whether BU ethics or external agency ethics),**
- i) Supporting research faculty in disseminating research ( e.g. assistance with publication, oral or poster presentations),**
- j) Overseeing the operation of the Centre and Health Studies Research Office,**
- k) Hiring and training research assistants,**
- l) Participating in the orientation and mentorship of new Health Studies faculty,**
- m) Assisting graduate students in their pursuit of scholarly activities,**
- n) Overseeing the development of reports, policy briefs and fact sheets for the Centre,**
- o) Performing other duties as may be assigned by the Dean in consultation with the incumbent.**