

DALTRAC PROJECT COORDINATOR

Reports to: Dr. Ahsan Habib, Associate Professor, and Director Dalhousie Transportation Collaboratory

Department: School of Planning, and Department of Civil and Resource Engineering

Number of Positions: One

Position Status: Full-time, 35 hours per week, one year contract (renewable)

Salary: \$15-19 per hour (based on experience) plus benefits (CPP, EI and 4% vacation pay)

Application Deadline: Application review will begin Monday, June 21st and remain open until filled.

Location: The Project Coordinator is expected to be able to work from the Dalhousie Transportation Collaboratory (DalTRAC) located at 1360 Barrington Street, room B105, Halifax, NS B3H 4R2 should restrictions lift. Remote work will be required due to the COVID-19 pandemic.

Overview of DalTRAC:

Dalhousie Transportation Collaboratory (DalTRAC) is a multi-disciplinary research facility dedicated to the advancement of transportation engineering/planning research and practice at Dalhousie University. The unit aims to contribute to transportation studies, planning, and analysis at local, regional and national levels. Currently, one postdoctoral researcher, four full-time graduate students, three part-time students, and one part-time coordinator are working at DalTRAC.

Position Description:

The Project Coordinator position involves collaboration with team members and stakeholders in the participation, organization and promotion of highly knowledge-intensive transportation planning research activities to help achieve project goals. Duties to be performed by the Project Coordinator will include but are not limited to:

- Assisting the Principal Investigator in advancing DalTRAC research agenda.
- Coordinating DalTRAC's day-to-day operations, project planning and delivery.
- Planning and administering travel surveys, including the upcoming 2021/22 Halifax survey
- Coordinating COVID-19 and transportation research projects.
- Managing the distribution of advanced active transportation counting equipment, educating partners on their use, and analyzing collected data.
- Organizing and maintaining the DalTRAC website and social media platforms.
- Assisting in partnership building, stakeholder workshop planning and focus group discussions.
- Assisting in the preparation of technical reports, presentations and posters for research dissemination.
- Participation in the development of research proposals for competitive grant applications and transportation planning projects.
- Collaboration with full-time graduate students in writing and editing manuscripts for scholarly publications in journals and conference proceedings (e.g., Transportation Research Board (TRB) Annual Meeting).

Qualifications:

- Undergraduate or graduate degree in urban planning or related program from an accredited university. Priority will be given to recent graduates.
- Previous work experience in project coordination is considered an asset.
- Passion for transportation, urban planning and related research.
- Exceptional interpersonal skills, including effective verbal/written communication skills.
- Demonstrated ability to build effective relationships and partnerships.
- Strong ability to work independently to manage and prioritize multiple tasks.
- Intermediate to advanced skills with Microsoft Office products.
- Sound behavioural competencies including teamwork and cooperation, innovation, leadership, communication, impact and influence, and valuing diversity.
- Proficiency in spatial analysis software, such as ArcGIS, will be considered an asset.

Submission Guidelines:

The application should include **resume, cover letter, a writing sample, and contact information for at least two (2) references** by email to Dr. Ahsan Habib ahsan.habib@dal.ca (cc: Katie Walker, DalTRAC Project Coordinator, daltrac2@dal.ca). Applications will be reviewed immediately so that there is an overlap with the existing coordinator for training purposes.

