



Project Manager – CTRIC

The Opportunity

Location: Wolfville (NS)
Management Operations
Experienced
Contract
\$75,000-85,000/year

Position: Project Manager, Canadian Tick Research and Innovation Centre (CTRIC)

Department: Chemistry-Biology

Position Type: 4-year Contract, Full-time

Date Posted: April 30, 2026

Application Deadline: Open until filled

Salary: To be commensurate with qualifications and experience in the range of \$75,000 - \$85,000 per annum.

Position Summary

Acadia University is seeking a dynamic, highly organized, and entrepreneurial Project Manager to support the operations and growth of the Canadian Tick Research and Innovation Centre (CTRIC).

CTRIC is a multidisciplinary centre dedicated to tick research, innovation, and service delivery, including tick rearing, pathogen testing, and applied research activities. The Project Manager will report to the Director of CTRIC and be accountable to the Executive Director, Office of Industry & Community Engagement, for designated responsibilities. The Project Manager will oversee the operational, financial, and administrative management of the Centre and its associated research and service projects, ensuring compliance with funding requirements and efficient delivery of activities.

This position is primarily embedded within CTRIC and will provide targeted administrative and project support to Acadia's Office of Industry & Community Engagement on CTRIC and related research projects and strategic initiatives.

Why Join CTRIC?

This is a unique opportunity to help build and shape a nationally distinctive research and service centre at an early stage of its development. As Project Manager, you will work closely with the Centre's Director and key institutional partners to establish systems, workflows, and practices that enable high-impact research, innovation, and service delivery.

CTRIC operates at the intersection of academic research, applied science, and industry and community engagement. This role is ideal for someone who enjoys building new structures, working across units, and contributing to initiatives with clear real-world impact on human, animal, and environmental health.

You will have the opportunity to:

- Play a central role in the growth and sustainability of a new research centre
- Work across research, operations, and industry/community engagement
- Contribute to innovative, applied research and revenue-generating services
- Develop a broad and transferable skill set in research operations, project management, and institutional collaboration

Position Description

Centre Operations (CTRIC)



- In close collaboration with CTRIC's Lab Manager and Technician(s), support day-to-day operations of CTRIC, including tick rearing, pathogen testing services, research activities, marketing initiatives and customer support.
- Oversee scheduling, workflow, and resource allocation across multiple concurrent research and fee-for-service projects, working in close collaboration with multiple faculty members and external partners.
- Support and coordinate revenue-generating activities, including tick sales, pathogen testing services, and contract research, ensuring efficient service delivery, client satisfaction, and alignment with the Centre's cost-recovery and sustainability model.
- Assist in monitoring service capacity, pricing structures, and operational efficiencies to support the Centre's long-term financial sustainability.
- Support the development and implementation of standard operating procedures (SOPs), quality assurance/quality control (QA/QC), and biosafety compliance.

Project & Budget Management

- Manage multiple funding streams and revenue sources associated with CTRIC (e.g., Atlantic Canada Opportunities Agency, Research Nova Scotia, institutional funds, donor contributions, research funds and sales revenues)
- Track expenditures, forecasts, and reporting deadlines
- Ensure alignment of spending with approved budgets, institutional policies, and funder requirements

Grants, Contracts & Reporting

- Support the administration of research grants and service contracts
- Assist in the development of grant applications and funding agreements
- Assist with progress reports, financial documentation, and compliance reporting
- Liaise with Acadia's finance and research offices, external partners, and funders
- Support donor stewardship and reporting activities

Office of Industry & Community Engagement Support

- Provide administrative and project coordination support to Acadia's Office of Industry and Community Engagement related to CTRIC activities, associated research projects, and other related strategic initiatives (e.g., Health & Wellness Institute)
- Assist with processing agreements, documentation, and workflows
- Act as a liaison between CTRIC and the Office of Industry & Community Engagement to improve efficiencies, communication, and alignment
- Support efforts to reduce administrative burden and streamline processes associated with CTRIC and associated projects

Strategic and Administrative Support

- Enable the Director of CTRIC to focus on scientific leadership, partnerships, and funding acquisition
- Contribute to sustainability planning, cost-recovery models, and operational scaling of CTRIC services
- Assist with planning and coordination of new initiatives, partnerships, and infrastructure development
- Perform other related duties as assigned by the Director of CTRIC or the Executive Director, Industry & Community Engagement (as appropriate)



Qualifications

- Undergraduate degree and a minimum of five years of related experience (or an equivalent combination of education and experience); a master's degree is considered an asset
- Demonstrated experience in project management, research administration, and operations within a post-secondary, research, or applied science environment
- Knowledge of research funding requirements and the research project life cycle (pre- and post-award)
- Experience managing budgets, tracking expenditures, and ensuring financial compliance
- Familiarity with federal and provincial research funders; experience with Tri-Council agencies is an asset
- Marketing and marketing communications experience (e.g., website content development, social media skills, etc.)
- Strong organizational, analytical, and problem-solving skills
- Ability to interpret funding agreements, policies, and compliance requirements
- Excellent written and verbal communication skills
- Ability to manage multiple priorities, meet deadlines, and adapt to changing demands
- High degree of professionalism, confidentiality, attention to detail, and dependability
- Ability to work independently as well as collaboratively in a team-based environment

Application Materials:

Interested and qualified applicants should submit their application electronically and include:

- A resume
- A cover letter describing their background and prior training
- Contact information (email and phone number) for at least three references
- Applications should be sent to nicoletta.faraone@acadiu.ca with the subject line: *Project Manager Application – CTRIC*.