

# *Research Coordinator Position*

**The Infectious Diseases Research Group  
Center for Clinical Epidemiology,  
Jewish General Hospital, Montreal  
A McGill Teaching Hospital**

We are seeking a dynamic, motivated and highly organized individual to coordinate two multi-province CIHR funded studies on the infectious disease epidemiology in the immigrant population. The ideal candidate will have had prior experience in research. Candidates must have at least completed a MSc or MPH. Candidates with an MSc or PhD in Epidemiology, Public Health, or a related field will be given preference and are strongly encouraged to apply.

## **JOB DESCRIPTION:**

- Study coordination of two multi-province epidemiologic studies
- Assist with report, manuscript and research proposal writing
- Statistical analyses under the supervision of an expert data analyst
- Assist in supervising study trainees
- Assist with and coordinate grant and ethics submissions

## **REQUIREMENTS:**

- Bilingual in English and French
- Strong skills in both verbal and written communication
- Outgoing, excellent interpersonal skills
- Ability to take initiatives, set priorities, time-manage, and resolve problems
- Appropriate level of computer skills (MS Word, Excel, PowerPoint, Internet, e-mail)
- Knowledge of statistical software and End Notes is an asset

**Starting date:**           **Immediately**  
**Hours:**                   5 days/week  
**Salary:**                   Competitive (commensurate with experience and qualifications)

### **HOW TO APPLY**

*Please send a Cover Letter and CV that clearly describes your prior research experience to:*

**Dr. Chris Greenaway, MD MSc**  
**Email:** [ca.greenaway@mcgill.ca](mailto:ca.greenaway@mcgill.ca)  
**Tel:** (514) 340-7563