

JOB POSTING

RESEARCH COORDINATOR

Location: Jewish General Hospital (JGH), Montreal

The McGill Centre for Translational Research in Cancer (MCTRC) is currently looking to fulfill the Montreal-based position of Research Coordinator. This is a one year contract for a part time/full time position, as a replacement for maternity leave.

The Research Coordinator will provide support and assistance to the Director of the MCTRC and MCTRC investigators. The Research Coordinator will report to the Translational Research Program Manager and the Director of the MCTRC.

Start date: September/October 2018

Application deadline: August 21st

Please submit your CV and cover letter to miriam.santos@ladydavis.ca

MAIN TASKS & RESPONSIBILITIES

GRANTS AND AWARDS

- Compiles information and assists in preparing major group grant and individual grant applications (includes some writing), liaises with the Jewish General Hospital/Lady Davis Institute (LDI) Grants office and other institutions in this compilation, and coordinates their submission. Acts as a resource person concerning internal policies and procedures and those of granting agencies. Ensures information is complete and that the guidelines are followed.

CENTRE ADMINISTRATION

- Works in collaboration with various personnel to complete tasks/projects.

- Maintains continuity of work operations by documenting and communicating needed actions to management; and determining continuing needs.

- Acts as resource person regarding the Centre's policies and procedures. Resolves complex problems within area of responsibility. Consults relevant documentation and liaises with appropriate resource persons to obtain and provide information on diverse and complex issues.

- Schedules special meetings, contacts participants, prepares relevant documentation and books meeting rooms. Attends meetings, takes minutes, and follows up on decisions within area of responsibility.

- Maintains rapport with researchers, managers, and employees by arranging continuing contacts; researching and developing new methods; streamlining old methods; setting priorities; resolving problem situations.

- Assists in special projects and performs other responsibilities as required.

INFRASTRUCTURE AND EQUIPMENT

- Supervises CO2 changing operations, prepares invoices for employees and takes care of chargebacks to Centre investigators.

COMMUNICATIONS

- Updates and coordinates the preparation of documents for major research activities, such as annual reports. Drafts correspondence and other short documents of a complex nature. Formats documents and edits for grammar, spelling and accuracy.
- Prepares text describing the Segal Cancer Centre and the MCTRC, when necessary.
- Writes and manages content for the Centre's website.

EXPERIENCE AND QUALIFICATIONS

- Prior experience in grant preparation; experience with CFI grants an important asset
- Ability to problem-solve and take initiative
- Demonstrated ability to work well under pressure
- Excellent facilitation, interpersonal and communication skills
- Experience coordinating projects and interacting with a wide range of people
- Demonstrates effective written and oral communication skills
- Bilingual - oral proficiency in French and English is required. Written proficiency in French is an asset.
- Strong computer skills (MS Office).
- Highly organized and attentive to detail
- Ability to work independently and within a team environment.
- Ability to handle multiple projects/timelines and prioritize work as needed.
- Flexible and adaptable
- Master's degree in a health-related field with a minimum of 2 years relevant experience
- Previous experience working in a laboratory environment and knowledge of instrumentation is an asset
- Familiar with the academic research environment