

# RESEARCH ASSISTANT

## JOB DESCRIPTION

The successful applicant for this position will manage the collection, maintenance and analysis of research data for administrative database studies. Working under the supervision of the principal investigator, the Research Assistant will conduct and interpret statistical analyses, prepare presentations and manuscripts and coordinate study activities.

## RESPONSABILITIES

The key responsibilities of this position are:

- Manage data collection and coordination of study activities, including the development, implementation and evaluation of all operational and scientific aspects
- Design, develop and implement study procedures, including the selection of appropriate epidemiological methods for identifying study cohorts, creation of datasets for analysis and ensuring data quality and confidentiality
- Prepare research ethics application, data sharing agreements and study progress reports
- Conduct literature searches and maintain citation databases
- Analyze research data, interpret results, prepare manuscripts and presentations
- Disseminate research findings at scientific meetings and conferences
- Communicate with co-investigators, collaborators and funders
- Act as liaison between students/fellows in training, the faculty researcher and the statistician

## QUALIFICATIONS

- Graduate degree program in epidemiology, health sciences or equivalent
- 2+ years of research experience (experience with administrative data is a plus)
- Excellent organizational, analytic and interpretive skills
- Bilingualism (French and English);
- Superior writing and communication skills, including the ability to contribute to presentations, grant proposals and manuscripts
- Proficiency with appropriate analytic software and tools, SAS in particular
- Ability to work effectively in an inter-disciplinary team environment with minimal supervision
- Proficiency with Microsoft Office products and bibliographic software (EndNote)

**Please email your cover letter and curriculum vitae to:**

### **Paul Brassard**

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