

February 2019

## Research Coordinator posting

### Job description

The Research Coordinator, working under the supervision of Dr. Mervyn Gornitsky and Dr. Ana Velly in the Department of Dentistry, will be primarily responsible of maintaining the Jewish General Hospital (JGH) Saliva Biobank (<http://www.ladydavis.ca/en/salivadatabase>).

More specifically, duties include:

- recruitment of participants for clinical studies;
- proper handling, processing and storage of samples and data;
- administration tasks including filing, ordering supplies, responding to queries, and liaising with other investigators.

The Research Coordinator will help edit and submit manuscripts for publication in scientific journals, abstracts and posters for scientific conferences, proposals for grant applications, as well as documents for institutional review board approval.

### Qualifications

We are looking for a highly motivated applicant with an interest in life sciences. The candidate is expected to have excellent organizational and time-management skills, in addition to proficiency in Microsoft Office (Word, Excel, Powerpoint). Good interpersonal, written and oral communication skills are required. The applicant must also be proactive and demonstrate problem-solving abilities.

Fluency in English and French is required.

One-year contract with possibility of extension. Training will be provided. Immediate start date.

To apply, please send the following documents to [ana.velly@mcgill.ca](mailto:ana.velly@mcgill.ca) and [mgornits@jgh.mcgill.ca](mailto:mgornits@jgh.mcgill.ca):

1. Letter of motivation
2. CV
3. Unofficial transcript indicating courses taken/study program
4. Two letters of reference (preferred) or contact information for 2 referees.