

Drs. Brent Richards and Celia Greenwood are seeking a Clinical Research Administrative Assistant to assist in the management and coordination of several clinical studies at the research institute of the Jewish General Hospital, a McGill University teaching hospital. This is an excellent opportunity for those interested in becoming involved in clinical research.

Successful candidates will work with Dr. Brent Richards' research team in the Centre for Epidemiology and Community Studies. In collaboration with study nurses, lab technicians, graduate students, and external collaborators, the Clinical Research Administrative Assistant will ensure the smooth and timely execution of Dr. Richards' research studies. The candidate will also perform general administrative tasks for both Dr. Richards and Dr. Greenwood.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Coordination/management of multiple clinical research studies, including:

- preparation and submission of project proposals
- patient recruitment
- acquisition of supplies and inventory control
- sample collection and delivery
- organization and storage of data
- maintaining ethical compliance of all active studies
- preparation of reports

Liaison with administrative offices (e.g. ethics, finance, and contracts) at the Lady Davis Institute and collaborating institutions

Assistance with grant preparation and submission

Copy editing manuscripts

General administrative tasks

QUALIFICATIONS:

- Bachelor's degree (BA or BSc)
- Strong written communication skills
- Strong organizational skills
- Attention to detail
- Ability to work independently and in team settings
- Bilingualism strongly preferred (French/English)
- Project management experience an asset
- Biomedical research experience an asset

START DATE: June 19, 2019

POSITION TYPE: full-time or part-time flexibility

SALARY: \$18.46/hr starting rate

ELIGIBILITY REQUIREMENTS: applicants must be able to work legally in Canada (Canadian citizens or permanent residents, or work permit holders)