

# Clinical Research Coordinator

Full-time Temporary Position (35 hours/week, 1 year), renewable contract

Lady Davis Institute - Participant research is conducted at CLSC Rene-Cassin

We are currently looking for an empathetic, hardworking, and organized individual to fill our position of clinical research coordinator. The clinical research coordinator's role is to work with our participants who are diagnosed with various neurological diseases (Alzheimer's, MCI, FTD). The clinical research coordinator will be administering tDCS (transcranial direct current stimulation) as well as various neuro-psych tests and tasks with the participants.

## The responsibilities of this role include but are not limited to

- Working with participants and adhering to the various study protocols
- Administering various neuro-psych tests as indicated in the protocol
- Data cleaning, collecting and recording
- Assisting in drafting and editing manuscripts
- Assisting with grant writing, submission
- Following up and managing participant questionnaires

## Qualifications and Experience

- Bachelor's degree (preferred)
- Proficient with Microsoft Office
- Excellent writing skills in both English and French
- Ability to work in a team and independently
- Experience conducting statistical analyses is an asset but not required
- Prior experience with Alzheimer's or Dementia is an asset but is not required

## Benefits:

- Health Insurance Plan
- Paid sick days
- Vacation days
- Salary \$20-\$25/hr, in line with experience

## Schedule:

- 8-hour shift (1-hour lunch break) Monday to Friday
- This position is available immediately

## Education:

- Bachelor's Degree (preferred)

*The Lady Davis Institute (LDI) is committed to equity, diversity, and inclusion within its community. The LDI has an equal opportunity employment program and welcomes applications from all qualified candidates, regardless of their characteristics, with the skills and knowledge to productively engage with diverse communities. Accommodation for any part of the application process may be provided to persons with disabilities who request it.*

To apply, please email a cover letter and your CV to [tdcs.labs@gmail.com](mailto:tdcs.labs@gmail.com)

Please note that only applicants who are selected for an interview will be contacted