

Clinical Research Coordinator

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

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

We are currently seeking an empathetic, hardworking, and organized individual to join the tDCS (trans-cranial direct current stimulation) research lab. As part of our team, your main responsibility will be administering tDCS to participants with various neurological diseases (e.g. Alzheimer's, MCI, PPA) and conducting structured training activities on word-finding and other tasks, in accordance with the study protocol. You will mainly work on-site at the CLSC Rene-Cassin, however some tasks may be done remotely, such as data management, data cleaning, and document editing. Some participant sessions may also be carried out virtually.

The responsibilities of this role include but are not limited to

- Working with participants in adherence to the various study protocols
- Setting up tDCS equipment to provide brain stimulation
- Conducting cognitive training activities (primarily language-related, but also related to executive functioning and episodic memory)
- Welcoming participants and effectively responding to their questions
- Completing questionnaires and study documentation
- Administering various neuro-psych tests as indicated in the protocol
- Data collecting, data cleaning and data recording
- Scanning, updating electronic databases, filing
- Assisting in drafting and editing manuscripts
- Scheduling appointments and updating the shared calendar
- Assisting with grant writing, submission
- Updating lab inventory regularly
- Accompanying participants to the MRI lab and assisting them with relevant documentation

Education

- Bachelor's Degree in a related field (preferred)
- Speech Language Pathology or Linguistics Degree (preferred)

Qualifications and Experience

- Excellent communication and ability to build rapport (required)
- Proficiency with Microsoft Office (required)
- Bilingualism, French and English (required)
- Ability to work in a team and independently (required)
- Experience conducting statistical analyses (preferred)
- Prior experience with Alzheimer's or Dementia (preferred)
- Experience in a clinical research setting (preferred)

Salary and Benefits

- Salary scale between \$22.99 and \$24.32 per hour
- 20 vacations days
- 13 statutory holidays

- 9.6 sick days
- Pension Plan (RREGOP) from start date
- Group Insurance

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, CV to tdcs.labs@gmail.com.

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