

Full Time Research Data Management Assistant

JOB DESCRIPTION:

From data collection to data sharing and archiving, the Research Data Management Assistant supports Lady Davis Institute (LDI) researchers in preparing Data Management Plans (DMP) for their grant or REB applications.

The primary responsibilities of this position are:

- Assisting investigators in drafting the data management plan.
- Conducting reviews of existing DMP.
- Draft LDI data management plan templates and improve existing ones.
- Draft training material on how to prepare a data management plan.
- Work with the LDI PR officer to draft content for the LDI Data Management Portal.

QUALIFICATIONS:

- Bachelor or master's degree in epidemiology, public health, or a related field.
- Proficient with Microsoft Office.
- Excellent writing skills in English are required for this position.
- The ability to work both independently and in a group is essential.
- Experience conducting research projects is a must (at least 5 years).
- Prior experience with research data management and research data collection tools is a must.

Salary: \$50,000 to \$70,000 based on experience

Starting date: As soon as possible

Hours: 35 hours per week

Interested candidates are invited to submit a CV and cover letter by email to Bianca Di Iorio at bianca.diiorio@ladydavis.ca.

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.