

RESEARCH ASSISTANT POSITION

We are seeking a research assistant to support the research activities of Dr. Marie Hudson, physician-scientist at the Jewish General Hospital. The research assistant will be primarily responsible for recruiting study participants, administering questionnaires, conducting interviews, data entry, REB submission, and preparation of summary and progress reports as well as completing other research related tasks. The ideal candidate for this position is highly motivated, organized, team-minded, and result-oriented. The research assistant will report directly to Dr. Hudson.

Primary Responsibilities:

- Assisting in all facets of a new Health Canada randomized clinical trial, as well as recruiting and assisting with other current clinical trials;
- Assisting on other ongoing research projects by obtaining informed consent from and administering questionnaires to study participants or conducting open-ended interviews with study participants or organizing interview transcripts and qualitative data;
- Collecting, organizing, storing, and transferring data and materials from research projects in accordance with REB requirements;
- General office duties, e.g. filing, faxing, mailings, courier services, photocopying, etc.

Qualifications:

- Master-level education or bachelor's with at least 3 years of experience in data and project management;
- Solid knowledge of clinical databases;
- GCP and division 5 certification;
- Fluent in English and French (both speaking and writing);
- Ability to work flexible hours when needed.

Rate of Pay: \$36,000 to \$55,000; commensurate with education and experience

Hours of Work: 35 hours per week

Duration of Contract: Initially 1 year, with possibility of renewals

Start Date: July 2022

Please send CV, cover letter, and two references to Melanie Banina at melanie.banina@ladydavis.ca.