

Research Assistant

Working under the direction of the Principal Investigator and the Clinical Team Lead, the Research Assistant is responsible for supporting the successful conduct of clinical research studies in the Division of Radiation-Oncology. He/she will be asked to :

- Assist the PI in drafting/editing his research related academic writing including abstracts, manuscripts, final reports, etc.
- Assist the Clinical Team Lead in the preparation of documents for grant submissions. Communicate administrative changes or updates to the multidisciplinary team (research, pharmacy, technologists, nursing).
- Maintain physical records of clinical trials (regulatory binders) up-to-date.
- Conduct other related tasks as assigned by Team Lead.
- Provide Administrative support to PI.
- Making adjustments to PI schedule and coordinating meetings.
- Liaison between PI and Pharmaceutical Representatives.
- Organization of Journal Clubs, Symposiums, and Presentations.

Requirements:

- Bilingual: French and English (written and spoken)
- Bachelors degree in the science domain
- Relevant experience in administration is an asset
- Experience in writing scientific literature
- Computer literacy (Excel and Word are a requirement)

This position will be under a 3-year contract after a 3-month probation period.

Salary range: \$22.52/hour to \$30.65/hour + benefits.

Submit your application via email to rokaya.elmisri.comtl@ssss.gouv.qc.ca