

## **Research Coordinator (possibility for remote work)**

The Research Coordinator, working under the supervision of Dr. Ana Velly at the Jewish General Hospital, will be primarily responsible coordinating and organizing studies. More specifically, main duties may include:

Preparing logistics before the start of study by liaising with site PIs and their study coordinators; Updating and keeping track of required documents (e.g. ethical review board approval, Health Canada forms, appropriate consent forms and questionnaires); Coordinating investigator meetings, correspondence and publications.

The Research Coordinator will also have the opportunity to work on ongoing projects in the lab for 8 to 12 hours/week. The candidate will also help edit and submit manuscripts for publication in scientific journals, abstracts and posters for scientific conferences, as well as documents for institutional review board approval. These tasks can be conducted by remote work.

### **Qualifications**

We are looking for a highly motivated applicant with an interest for the scientific method and life sciences. The candidate is expected to have excellent organizational and time-management skills, in addition to proficiency in Microsoft Office (Word, Excel, Powerpoint). Good interpersonal, written and oral communication skills are required. The applicant must also be proactive and demonstrate problem-solving abilities.

Background in science, intermediate level/working knowledge of French, and knowledge of common laboratory assays (ELISA, Luminex) would be strong assets for this position.

We are looking to fill this position as soon as possible.

The salary will be commensurate with experience. The selected candidate is expected to commit to the position for a minimum of one year.