

Study Coordinator for Clinical Research in Rheumatic Diseases

January 10, 2023

We are seeking a full-time study coordinator to support the research activities of Dr. Marie Hudson, physician-scientist at the Jewish General Hospital. Among other projects, Dr Hudson is conducting two randomized clinical trials, one in scleroderma (ClinicalTrials.gov Identifier: NCT04356287) and the other in rheumatoid arthritis (ClinicalTrials.gov Identifier: NCT05305066). The ideal candidate for this position is highly motivated, organized and result-oriented. The study coordinator will report directly to Dr. Hudson.

Primary Responsibilities will include:

- overall study coordination, including organizing regular investigator meetings
- screening and recruitment of study subjects
- scheduling study visits and tests
- collecting, storing, and transferring data and biological materials
- preparing progress reports
- drafting abstracts and manuscripts for publication
- supervising research assistants
- overseeing all other aspects of Dr Hudson's research program

The ideal candidate will meet the following qualifications:

- A Bachelor's or Master's degree in Epidemiology, Biostatistics, Public Health, or a related field
- Experience in clinical research or project management
- Excellent interpersonal skills and capacity for teamwork
- Excellent organizational and communication skills
- Proficient in Microsoft Office and Excel
- Fluent in English and French (both speaking and writing)
- Ability to work flexible hours when needed

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: February 2023 (flexible)

To apply: Interested candidates should submit (1) a cover letter, (2) a curriculum vitae, (3) an unofficial transcript, (4) two letters of reference and (5) a writing sample to Melanie Baniña (Melanie.Banina@ladydavis.ca), the unit coordinator.

Applications will be accepted until the position is filled.

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.