

POSITION AVAILABLE: Clinical Research Assistant / Trial Coordinator

JOB DESCRIPTION:

An immediate full-time position (35 hours/week) is available in the research laboratory of Dr. Mark Eisenberg, at the Centre for Clinical Epidemiology of the Lady Davis Institute (Jewish General Hospital, Montreal, QC). Dr. Eisenberg's research includes knowledge syntheses and clinical trials in public health (e.g., smoking cessation, e-cigarettes, cannabis legalization, opioid crisis) and interventional cardiology.

The primary responsibilities of this position are:

- Initiation of the Aggressive Smoking Cessation Therapy Post-Acute Coronary Syndrome (ASAP) Trial.
 - Development of the protocol, SOPs, case report forms (CRF) and other essential document
 - Prepare submission package for institutional ethic and Health Canada approval
 - Recruit potential enrolling sites and contract negotiations
- Day to day coordination of the ASAP Trial
 - Act as first line of contact for site study coordinators, investigators, and other site staff
 - Manage the receiving and shipment of study drug and other study supplies
 - Review submitted CRFs and coordinate appropriate site payments
 - Track study timelines, budget and prepare periodic newsletters
 - Recruit patients, preform patient follow-up and data entry
- Other responsibilities include:
 - Writing manuscripts and reports
 - Performing administrative duties as required

QUALIFICATIONS:

- Masters degree in epidemiology, public health, or a related field.
- Someone who can commit to the position for 2-3 years
- Previous clinical trial coordination experience will be prioritized
- Demonstrated ability to organize work load and manage multiple tasks simultaneously
- High capacity to take initiatives and attentive to detail
- Strong problem-solving skills
- Excellent writing and communication skills in English
- Strong communication skills in French
- Ability to work both independently and in a group is essential
- Proficient with Microsoft Office

Please do not contact Dr. Eisenberg directly regarding this posting. Applications will be accepted until the position is filled. Please note that given the volume of applications, only applicants who are selected for an interview will be contacted. Selected candidates will be requested to supply copies of unofficial transcripts and a writing sample.

SALARY DETAILS: Competitive (commensurate with experience and qualifications)

CONTACT INFORMATION:

Mark J. Eisenberg, MD MPH
C/o Andr ea H ebert-Losier, MSc

To apply, please email a cover letter, CV, transcripts (unofficial), and up to three (3) writing samples to andrea.hebert-losier@ladydavis.ca.