

POSITION AVAILABLE: Clinical Research Assistant

JOB DESCRIPTION:

An immediate full-time position (35 hours/week) is available on the research team of Dr. Mark Eisenberg, at the Centre for Clinical Epidemiology of the Lady Davis Institute for Medical Research (Jewish General Hospital, Montreal, QC; <https://www.ladydavis.ca/en/researcher/mark-j-eisenberg/>). Dr. Eisenberg's research includes knowledge syntheses and clinical trials in public health (e.g., smoking cessation, e-cigarettes, cannabis legalization, and the opioid crisis) and interventional cardiology.

The primary responsibilities of this position are:

- Contribute to cardiovascular clinical research studies by screening, recruiting and enrolling patients;
- Provide subject care and data collection procedures in adherence with the study protocol and in accordance with good clinical research principals;
- Collect pertinent information and data from subject charts and records, subject interviews, and other sources. Complete case report forms (CRFs) in accordance with research protocol guidelines;
- Plan and execute research projects;
- Participate in the preparation, conceptualization and writing of grant submissions, study protocol development, manuscripts and reports, and presentations;
- Act as a resource and provide mentorship to junior trainees on the research team;
- Collaborate with research team members and trial investigators; and
- Perform various administrative tasks including CV management, preparing PowerPoint presentations, organizing meetings, and submitting manuscripts to journals.

QUALIFICATIONS:

- Bilingual: French and English
- Master's degree in epidemiology, public health, or a related field
- Demonstrated excellent English writing skills (e.g. first-author publications, grant application submissions)
- Detail-oriented person with the ability to collect, compile, and analyze information
- Familiarity with Good Clinical Practice is an asset
- Prior experience conducting statistical analyses is an asset
- Prior experience with systematic reviews, meta-analyses, and/or clinical trials is an asset
- Ability to work independently and as a member of a team
- Ability to work under pressure, and ability to prioritize, multi-task, and manage multiple complex projects in a fast-paced work environment
- Project management skills – ability to manage a variety of concurrent projects with minimal supervision; problem solving and decision-making skills

BENEFITS:

- Casual dress
- Company pension
- Dental care
- Disability insurance
- Extended health care
- Flexible schedule
- Life insurance
- Paid time off
- RRSP match
- Vision care

ADDITIONAL INFORMATION

Status: permanent, full-time (35-hours/week)

Salary details: competitive (commensurate with experience and qualifications)

Work shift: Monday to Friday 8:30 am to 4:30 pm

Work site: Lady Davis Institute for Medical Research (Jewish General Hospital), 3755 Chem. de la Côte-Sainte-Catherine, Montréal

CONTACT INFORMATION:

Mark J. Eisenberg, MD MPH

To apply, please email a cover letter, CV, transcripts (unofficial), and up to three (3) scientific writing samples to mark.eisenberg@ladydavis.ca.

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.