Part-time Clinical Research Coordinator

Company: Lady Davis Institute for Medical Research
Location: Jewish General Hospital
Job Type: Part-Time

The Lady Davis Institute for Medical Research (LDI) is located in the Jewish General Hospital at the Côte-des-Neiges district. The JGH is one of McGill's teaching hospitals and is part of the CIUSSS du Centre-Ouest-de-l'Île-de-Montréal (CCOMTL). We are seeking a motivated Clinical Research Coordinator (CRC) to support the research activities of Dr. Corey Miller, gastroenterologist at the Jewish General Hospital and clinician-scientist at the LDI. The CRC will play a key role in a variety of clinical and administrative activities focused on advanced endoscopic interventions and translational oncology, particularly related to pancreatic and gastrointestinal cancers. The CRC will have a strong understanding of study protocols and will coordinate and manage study activities completely and accurately.

Key Responsibilities:

- Assist with study start-up tasks, including protocol development, REB/IRB submissions, amendments, and preparation of regulatory documents (e.g., consent forms, delegation logs).
- Recruit and screen potential participants based on inclusion/exclusion criteria, schedule study visits (labs, imaging, interventions), and obtain/document informed consent for study participation.
- Complete case report forms (CRFs), enter data into electronic data capture (EDC) systems, maintain source documents and participant logs, and ensure data is accurate, complete, and GCP-compliant.
- Support monitoring visits, audits, and sponsor queries, and track and report adverse events and protocol deviations.
- Maintain up-to-date REB files and annual renewals, and track required team certifications (e.g., TCPS2, GCP).
- Assist with study closeout activities, including data reconciliation and archiving of essential documents.

Research Administration Tasks:

- Help prepare grant applications and progress reports, and maintain a calendar of submission deadlines.
- Track project timelines, milestones, and deliverables, coordinate meetings, take minutes, and follow up on action items.
- Organize shared drives or research folders and keep protocols, SOPs, and contracts updated and accessible.
- Draft research summaries or administrative reports and liaise with internal departments such as legal, finance, and contracts.
- Assist with budgeting, expense tracking, invoice processing, and reconciling project accounts for financial reporting.

Qualifications:

- Bachelor's Degree in a clinical, scientific, or health sciences-related field (master's degree is considered an asset).
- Minimum 2 years of experience in clinical research, health research coordination, or research administration.
- Proven experience in data entry and data collection is preferred.
- Proficiency in data management platforms, including REDCap, ATiM, etc.
- Experience with grant writing, budget tracking, or financial reporting in a research environment is an asset.
- Strong attention to detail and accuracy in data entry.
- Excellent organizational and time management skills.
- Excellent communication and interpersonal abilities.
- Problem-solving abilities and a proactive mindset.
- Bilingual in French and English.

What We Offer:

- Competitive salary based on experience.
- Accumulative vacation based on hours worked
- Group health and dental insurance.
- A collaborative and supportive work environment.
- Professional development opportunities.
- The salary offered for this position is between $25.17 and $32.50 per hour, based on qualifications and experience, for a Part-time schedule of 21 paid hours per week.

How to Apply:
If you are ready to take on this exciting role and contribute to cancer research, please submit your CV:

Upload your CV through this Google Form to ensure we receive your application: https://forms.gle/dgY62zaZcc76wGLM6.

We look forward to reviewing your application and getting to know you better!