

Position Title: Research Assistant

Location: On-site at the Jewish General Hospital - 3755 Chem. de la Côte-Sainte-Catherine, Montréal, QC H3T 1E2

Employment Type: Part-time (14 hours/week), consisting of two full weekdays. No weekend work required.

Duration: The selected candidate is expected to commit to the position for a minimum of one year.

Compensation: competitive (commensurate with experience and qualifications).

Start Date: immediately

Employer: Lady Davis Institute for Medical Research, Jewish General Hospital

Job Summary:

Under the supervision of Dr. Ana Miriam Velly, the Research Assistant will contribute to multiple research projects related to orofacial pain. The successful applicant will assist with study coordination, collect research data on site, support participant recruitment and follow-ups, maintain regulatory and study documentation, and assist with data management and analysis.

The Research Assistant will report directly to the Principal Investigator

Duties and Responsibilities:

- Preparing study logistics prior to study initiation by liaising with site PIs and their study coordinators
- Preparing and submitting regulatory documentation, including REB applications, Health Canada forms, consent forms, and questionnaires
- Updating and tracking required study documentation and approvals
- Managing administrative coordination, including contracts, HR communication, and financial coordination
- Coordinating investigator meetings and communication across sites
- Organizing study records, correspondence, and research documentation
- Participating in participant recruitment and assessing participant eligibility
- Preparing informed consent forms (ICFs) and study questionnaires
- Tracking recruitment data and coordinating participant follow-ups
- Supporting data management
- Conducting laboratory work, including sample processing, assays, basic lab maintenance, and inventory management
- Coordinating and supervising volunteers
- Contributing to study protocols, manuscripts, and other research outputs
- Editing manuscripts, abstracts, oral presentations, and posters for scientific conferences and journal publications

Knowledge and Skills:

- Excellent written and verbal communication skills in English; working proficiency in spoken French.
- Strong attention to detail and organizational skills
- Strong interpersonal skills and ability to build positive working relationships
- Ability to handle sensitive and confidential information with discretion

- Ability to manage competing priorities and adapt to changing workloads
- Ability to work effectively under pressure while exercising sound judgment
- Ability to work both independently and collaboratively within a team
- Strong documentation skills
- Strong data management and record-keeping skills
- Experience working in a clinical or research environment
- Familiarity with research ethics procedures and regulatory documentation

Minimum Qualifications:

- Undergraduate degree in a health-related field (e.g., Biology, Nursing, Public Health, or other Life Sciences discipline); a graduate degree is an asset.
- Previous research-related experience, preferably in clinical research, laboratory settings, or health research
- Fluency in English and good working knowledge of French.
- Must be eligible to work in Canada
- Familiarity with sample handling procedures and biosafety protocols
- Familiarity with clinical research protocols, Good Clinical Practice (GCP), and regulatory requirements is an asset
- Familiarity with REDCap or similar electronic data capture systems is an asset
- TCPS2 certification is an asset
- Laboratory safety certifications are an asset
- Knowledge of SAS or R for data analysis is an asset
- Experience with the Nagano REB submission system is an asset

Commitment to Diversity, Equity, and Inclusion

The Lady Davis Institute for Medical Research is committed to building a diverse, inclusive, and equitable workplace. We welcome applications from candidates of all backgrounds, including but not limited to Indigenous peoples, racialized persons, members of visible minorities, persons with disabilities, women, members of the 2SLGBTQIA+ community, and those with diverse lived experiences. We value the unique perspectives and contributions that a diverse team brings to advancing health research and encourage applicants to self- identify if they wish.

Contact Information

To apply, please email a cover letter, CV, transcripts (unofficial), and an optional writing sample to ana.velly@mcgill.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.