

Part-time Research Assistant

We are seeking a research assistant to support the clinical research activities of the Rheumatology Division at the Jewish General Hospital. The research assistant will be primarily responsible for:

- coordinating hospital appointments and tests for study participants
- entering and cleaning data in study databases
- recruiting study participants
- administering study questionnaires
- maintaining study supplies
- preparing and shipping (including delivering) biological samples
- preparing summary and progress reports for studies
- completing general office duties, e.g., filing, faxing, mailing, courier services, photocopying, etc.

The ideal candidate for this position is highly motivated, has excellent time management, is attentive to detail, works well in a team, and delivers results in a timely and organized manner. The research assistant will report directly to the Division Head, Dr. Marie Hudson.

Qualifications:

- At least 3 years of experience in data and project management
- Solid knowledge of research databases, primarily REDCap
- Fluent in English and French (both speaking and writing)
- Ability to work flexible hours when needed
- GCP, Health Canada Division 5, TDG, and TCPS2 certifications will be considered an asset

Rate of Pay: commensurate with education and experience

Hours of Work: 14 hours per week

Duration of Contract: Initially 6 months, with possibility of renewals

Start Date: June 2026

Please email a CV, cover letter, and 2 references to Melanie C. Baniña at Melanie.Banina@ladydavis.ca.