JOB DESCRIPTION

TITLE: Research Assistant

IMMEDIATE SUPERVISOR: Research Coordinator

REPORTS TO: Manager

SUMMARY: The Research Assistant will provide support at various levels of independence to the team in the following areas. The main tasks will consist of assuring measures are done in a timely manner, database collection / management, assisting in project coordination/ knowledge translation, and participating in the data analysis in a variety of team projects.

MAIN RESPONSIBILITIES:

Research database management and statistical analyses

- Organize and maintain study specific databases
- Participate and conduct advanced data analyses, both independently and under supervision
- Produce summary tables and other research reports
- Maintains up to date program score cards monthly

Assisting in projects data entry and reports

- Liaise with research team members, collaborators and Research Ethics Boards
- Operate within established research protocols to perform or assist with procedures relevant to the study
- Recruit, instruct, and supervise research participants, as appropriate to specific study objectives
- Assure measures and surveys are done in a timely manner
- Ensure data entry of all measures
- Ensure the smooth and efficient day-to-day operation of research data collection and data analysis activities
- Organize and facilitate meetings and other events associated with research activities, as required
- Liaise with internal and external experts to support the development of knowledge products

Knowledge Translation
- Prepare one pager reports for quick data presentation
- Work with infographics and other multimedia platforms
- Maintains up to date content on intranet for team programs

Manuscript, abstract, and presentation preparation

- Conducting literature searches of various literature databases and using established or developing appropriate search criteria
- Create and maintain a database of bibliographic references using appropriate Reference Manager software (e.g., Mendeley, Zotero, Endnote, Reference Manager)
- Assists in report writing, preparing presentations, posters and publications

Perform other related duties as assigned by supervisor

QUALIFICATIONS/REQUIREMENTS:

- Undergraduate degree in a health related field, Psychology, or related discipline AND 1 or more year(s) experience in a clinical/medical research environment or program evaluation
- Previous experience in management of electronic databases
- Intermediate to Advanced knowledge of Quantitative and Qualitative research methods and ability to complete complex statistical analyses, both independently and under supervision
- Experience with program evaluation/coordination and working with vulnerable populations
- Bilingual (French and English) is an asset

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent computer skills, including advanced knowledge of research related software (e.g., MS Office, SPSS, NVIVO, REDCap, Reference Managers)
- Knowledge and experience using Visio, infographics, prezzi and multimedia platforms
- Experience working with biomedical bibliographic databases and search engines (e.g. MEDLINE, CINAHL, EBSCO, PubMed, Google Scholar, PsycINFO)
- Demonstrated skills and experience in knowledge translation (e.g. preparing online learning modules, infographics, summaries)
- Knowledge of medical and research terminology
- Ability to work under pressure and on several projects concurrently
- Self-directed and able to work independently with minimal supervision and within a multidisciplinary team
- Meticulous, detail-orientated, and highly organized
- Excellent interpersonal skills

Please send your CV and motivation letter to

Should the applicant require any accommodations during the application process please notify Human Resources as per the Accessibility for Ontarians with Disabilities Act.

We thank all applicants for their interest. However, only those invited for an interview will be contacted.