

# EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting temporary full-time (approximately one year) opportunity as a **Research Assistant (Competition #77.18)** exists in the Women's College Research Institute. As the administrative support to Dr. Onil Bhattacharyya and Dr. Noah Ivers, this position is accountable for coordinating the activities of these two Scientists and providing administrative support to their teams. This position performs a wide variety of administrative support services, ranging from complex to routine, all of which contribute to the efficient and professional operation of these Scientists.

It is expected that the incumbent has a genuine appreciation for and understanding of the priorities of busy research Scientists, is able to accept and assume responsibility, and has the ability to interpret and make decisions in accordance with the priorities the Scientists. In order to provide effective and efficient services, it is expected that the incumbent be flexible in terms of hours of work and maintains confidentiality, diplomacy, and tact at all times.

## **Summary of Duties, but not limited to:**

Proactively creates and maintains effective workflow and communications to accomplish the work of the Scientists which includes the handling of a variety of projects and tasks simultaneously.

### **Administrative support for the Scientists:**

- Manage the electronic calendars for each Scientist.
- Organize meetings and speaking engagements, including attendance at external meetings and conferences.
- Coordinate all travel arrangements for the Scientists including booking flights, hotel accommodation, car rental, including for international travel.
- Track Scientists' action items, ensure they are informed of deadlines, and ensure deadlines are met.
- Monitors tasks and follows up with team members to ensure successful completion at Scientists' requests.
- Liaise with WCH Finance Department to make purchases, submit and track reimbursements, and manage all other purchasing-related finance tasks for the Scientists and their team members, as well as external collaborators.
- Schedule and support meetings/events: book rooms and catering, create and manage meeting invitations, etc.
- Maintain a comprehensive document management system.
- Act as the point person for procurement of Scientist signatures.

### **Research-related support:**

- Manage the Scientists' reference libraries and format relevant references for manuscripts and journal submissions, as well as grant applications.
- Support the preparation and submission of grant applications for the Scientists.
- Update and maintain web CV, Canadian Common CV; proofread, edit, format CVs of the Scientists for granting agencies as required.
- Create plans and help manage academic career progression for Scientists as required.
- Assist with the submission of Research Ethics Board applications.
- Assist Scientists and their team members in the initiation of new research including assisting with the completion of requisite paperwork.



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## **Other responsibilities:**

- Provide support to Scientists' teams by liaising with research operations and other hospital departments to address issues related to IMIT, HR, and Facilities.
- General office duties such as photocopying, filing, organizing journal files.
- Manage office supply inventories and procurement for Scientists and their team members.
- Maintain confidentiality, tact, and respect at all times.

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

## **Qualifications/Skills:**

- Minimum College level diploma, Bachelor's Degree preferred, ideally with an administrative focus.
- Prefer 3 years progressively responsible experience, in senior administrative position, preferably in post-secondary education environment, government, teaching hospital or an academic ambulatory care setting.
- Exceptional organizational skills sufficient to prioritize and complete assignments and projects independently, while balancing competing needs and attending to detail.
- Exceptional communication and interpersonal skills, including the ability to concisely process, synthesize, and verbally communicate in an efficient manner.
- Advanced skills in MS Office: Word, PowerPoint, Excel, Outlook (mail and calendar functions)
- Advanced skills in EndNote and RefWorks.
- Intermediate skills with Adobe Acrobat Professional and InDesign would be an asset.
- Experience with academic CV management, including WebCV, and CV preparation for granting agencies.
- Organized and flexible, able to handle multiple tasks and varying priorities from two supervisors in deadline-oriented environment.
- Good work and attendance record required.
- A research background is an asset.
- Demonstrated WCH vision mission and values.
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

**POSTING DATE: March 28, 2018**

**Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)**

**We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.**

*Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.*