

# 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 ground-breaking 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** opportunity as a **Research Assistant II (Competition #141.17)** exists in the Women's College Research Institute.

Under the direction of a Clinician Investigator in the Department of Medicine, this is a temporary full-time position until June 2019 with the possibility of extension. The key themes of research include the epidemiology and management of high-risk skin cancer, as well as the development of policies and software tools to increase value in health research. Ongoing projects include clinical trials, health services research, epidemiological studies, systematic reviews, and methodological research.

The candidate should have training and experience in both research and program administration. The candidate should be able to work independently and effectively to provide key administrative and logistical support for multiple projects and produce high quality research data, documentation and communication.

## Summary of Duties, but not limited to:

- Provide key administrative and logistical support for multiple projects
- Conduct patient recruitment and follow-up in clinical trials and observational studies, including communication with study participants, administration of consent forms, data entry and data management
- Accurately collect, clean, and prepare data sets
- Assist with submission of manuscripts to scientific journals – may involve creating tables, figures, proof reading, preparation of cover letter, coordinating documents to sign, electronic submission
- Perform literature searches using PubMed, MEDLINE, or other health sciences databases
- Pilot test various web-based research tools
- Assist with research ethics applications and grant submissions; prepare forms, budgets, appendices and other documents as required
- Complete financial tracking and reporting for multiple accounts
- Assist with procurement and contracts according to institutional policy and granting agency criteria
- Assist with supervising research trainees
- Schedule, attend and lead research meetings, including preparing agendas and meeting minutes
- Prioritize and monitor various study deadlines while maintaining organized records of study files
- Assist with day to day administrative tasks which include scanning, faxing, acquiring signatures, CV maintenance

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

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## Qualifications/Skills:

- An undergraduate degree in a related area required
- A minimum of 3 years' experience working in a research setting is preferred
- Experience with research and administration is required
- Software programming (PHP, Python, Javascript) or website development skills would be an asset but is not required
- Exceptional record-keeping skills and attention to detail
- Excellent interpersonal, verbal and written communication skills
- Ability to organize and track high volume of information, and retrieve with efficiency
- Resourceful self-starter and problem-solver, with ability to work with minimal supervision and as a member of a small team. Flexibility, commitment, and ability to seek appropriate resources is required
- Project management skills, including problem solving skills
- Well-developed time management skills
- Good understanding of research design and research ethics
- Knowledge of medical terminology is preferred
- Advanced knowledge and experience in the use of computer software applications: Microsoft Office Suite, specifically MS Word, Power Point, Excel and Access is required
- Advanced knowledge of Microsoft Outlook, ability to send emails, schedule and manage meetings in calendar, create and manage tasks
- Professional behaviour 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: July 6, 2017**

**Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with your name and the competition number 141.17 in the subject line. (Example: Jane Smith, 1.17)**

**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*