

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 **Regular Full-Time** opportunity as a **Research Operations Assistant (Competition #117.17)** reporting to the Director, Research Operations. The Research Operations Assistant will act as an integral team member to support a variety of initiatives across the Women's College Research Institute. The incumbent must be willing to work collaboratively and cooperatively in a challenging and dynamic environment and will be responsible for a broad range of activities as outlined below.

Summary of Duties, but not limited to:

Human Resources and Compensation Administration

- Act as a first point of contact for researchers wishing to complete an HR function (hire, extend a contract, etc.) and direct to appropriate forms, process
- Assist with the completion and submission of all necessary HR documentation and tasks associated with on-boarding employees
- Support the development of trainee letters and disbursement requisitions when appropriate and assist with trainee related documentation
- Administer all aspects of the Summer Student Program including sorting applications to the program, scheduling program activities and supporting program review and evaluation
- Enter payroll submission for assigned research staff into Ceridian payroll system

Staff Development and Recognition

- Schedule Research Rounds including booking speakers, coordinating venues, and promoting the talks
- Schedule monthly Staff Rounds including making all arrangements for the sessions
- Provide support for research/team events (coordination, announcements, room bookings, etc.) and coordinate the annual Best Paper Awards/Mentorship Awards including coordinating the review committee and meeting, publicizing the event, and coordinating logistics
- Support Graduate Student Awards including liaising with the University of Toronto, coordinating the call for applications and associated communications, scheduling the review committee, processing all award documentation;
- Schedule events that promote staff development and learning

Program Support

- Provide administrative support to research programs (the Collaborative Program in Women's Health and others) including acting as a point of contact for the program, processing of letters, requests, communications, record-keeping, issuance of course completion letters, coordination of program committee meetings

Facility

- Serve as a point of contact for space and space-related questions
- Make recommendations to the Director about the allocation of new staff to available team rooms and workstations

EMPLOYMENT OPPORTUNITY

- Work to resolve issues as they arise related to space, furniture, keys, etc.
- Administer the procurement process for new research furniture, equipment, and supplies once they have been approved through the relevant channels
- Initiate, complete and follow-up on Facility Action Forms (FAF) for research-related requests

Operational Support

- Support infrastructure needs of the group including supply orders, mail, contacts list, the departmental laptop, storage of off-site documentation, acting as a point of contact for the photocopiers, etc.
- Provide support to the Director, Research Operations on projects and administrative functions.

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:

- College diploma or bachelor's degree is preferred
- Experience working in a research environment and/or an academic environment is an asset
- Experience supporting Human Resources processes, preferred
- Excellent written, verbal, and interpersonal skills are essential
- Excellent organizational and administrative skills with attention to detail
- Ability to work independently with a high degree of initiative, discretion and tact
- Strong time management skills as well as experience prioritizing and working in a dynamic environment
- Proficiency in Microsoft Office including Outlook, Word, Excel, and PowerPoint
- Experience with Adobe Acrobat, preferred
- Good attendance record is required
- 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: August 9, 2017

Please forward resumes via email to 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.