

# 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 #265.18)** exists in the Women's College Research Hospital reporting to the Dr. Aaron Drucker.

The Research Assistant (RA) will function as an RA in the dermatology research program, and will assist with several peer-review funded projects (e.g., CIHR). The individual will work closely with and assist Dr. Drucker and study team members in research and program administrative tasks, on multiple research studies (including clinical research) that mainly focus on the epidemiology and evidence-based management of skin diseases.

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

- Assist in coordinating the activities of the research study protocols and the establishment and maintenance of operating policies and procedures
- Duties Include:
  - Supporting Dr. Drucker and other study/project team members in research related administrative tasks
  - Supporting research ethics document submissions
  - Performs data entry and quality control as needed
  - Prepares documents, project status reports/updates for approval by Dr. Vigod
- Develop and/or maintain project databases and schedules as required
- Work with relevant partners involved in the projects from various organizations
- Schedule and attend research meetings, including preparing agendas and meetings minutes
- Conduct and synthesize literature reviews
- Assist investigators in preparation of materials for presentation and publication
- Assist with any grant submissions
- Assist with day to day administrative tasks which may include scanning, photocopying, acquiring signatures, CV maintenance

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:**

- Undergraduate degree required
- Strong skills in MS Office (Word, PowerPoint, and Excel) required; MS Outlook also preferred.
- Experience working in a research environment and/or an academic hospital
- Experience with basic statistical methods and analysis preferred
- Demonstrated strong independent working and multitasking skills
- Ability to work well in a deadline-oriented and team-based environment
- Excellent communication (written and verbal) skills
- Excellent organizational and administrative skills with attention to detail

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- Interest in contributing to integrated knowledge translation process to improve the health of patients with skin disease
- 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: Monday October 15, 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 Indigenous 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.*