

# 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 3 months) opportunity as a **Research Assistant I (Competition #325.18)** exists in the Women's College Research Institute (WCRI), reporting to the Principal Investigator. This entry level RA position is with the Violence and Health Research Program of WCRI.

## Summary of Duties, but not limited to:

### Administration

- Provides administrative and logistical support for research projects
- Helps with data management ensuring the accuracy and integrity of data collection and investigates all missing or apparently invalid data
- Assists with preparation of study materials
- Assists with ethics applications
- May be required to assist with research activities including meetings, telephone calls, mailings etc.

### Writing

- Reviews and assesses study related literature and conduct literature reviews
- Assists in the preparation of manuscripts, presentations, and reports
- Helps in the preparation of communication packages for stakeholders
- Assists in the preparation of educational materials for the public and providers

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 in a related field
- Some experience in a health research setting an asset
- Ability to work well under pressure with strong judgement and decision making skills
- Excellent problem solving skills
- Mastery of MS office applications including Powerpoint, Excel, Outlook and Word
- Excellent verbal and written communication skills
- Work efficiently in a high-pressured environment
- Excellent organizational and time management skills
- Well-developed interpersonal skills
- Ability to maintain confidentiality
- 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



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**POSTING DATE: December 4, 2018**

Please forward resumes via email to [HR@wchospital.ca](mailto:HR@wchospital.ca) with the competition number 19.15 in the subject line.

**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.*