

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** (18-month) opportunity as a **Research Assistant II** (Competition #97.19) exists in the **Department of Medicine**.

Under the direction of the Research Directors, the **Cardiology** and **Rheumatology Research** programs invite applications for a **Research Assistant**. This is a full-time contract position until December 2020 with the possibility of extension. The key purpose of the Research Assistant will be to facilitate research communications, assist with recruitment of study participants, preparation of research materials, data entry and manipulation, document management, submission of grant proposals, management of research budgets, ethics applications, proofreading and quality control.

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 in the research programs and produce high quality research documentation and communication.

Summary of duties, but not limited to:

- Provide key administrative and logistical support for multiple projects in the research programs
- Provide financial administrative support including reporting for multiple accounts, including invoicing, reconciling revenue expense reports, budget projections, and reporting on a quarterly and annual basis.
- Complete patient recruitment and follow-up in research projects, including communication with study participants, administration of consent forms and data entry and handling of data.
- Monitors procurement and contracts according to institutional policy and granting agency criteria.
- Assist with submission of manuscripts to scientific journals including creating tables, figures, proof reading, preparation of cover letter, coordinating documents to sign, electronic submission.
- Assist with grant submissions; prepare forms, budgets, appendices and other documents as required, research ethics applications
- Accurately clean and prepare data sets
- Schedule, attend and manage research meetings, including preparing agendas and meeting minutes
- Prioritize and manage various study deadlines while maintaining organized records of study files
- Assist with day to day administrative tasks which include scanning, faxing, acquiring signatures
- 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.

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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 preferred.
- Experience with research and administration 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 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: April 23, 2019

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 97.19)

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.