

# 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 #51.19)** exists in the Women's College Research Institute – Women's Xchange reporting to the Principal Investigator.

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

- Assisting in the preparation of reports, literature reviews, and materials for presentation and publications
- Contributing to the planning and execution of Women's Xchange's bi-annual conferences
- Assisting with the completion of Research Ethics Board (REB) applications
- Supporting 15K Challenge applicants and reviewers
- Preparing materials for meetings with external stakeholders
- Participating in all activities for meetings with external stakeholders

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:**

- A university degree in a related field (e.g. health sciences or other health related disciplines)
- Minimum one year of related experience working in a research environment
- Outstanding written and verbal communication skills
- Excellent organizational and administrative skills with attention to detail
- Ability to work well in a deadline-oriented and team-based environment
- Strong multi-tasking, time and project management skills
- 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: Tuesday March 5, 2019**

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.*