

EMPLOYMENT OPPORTUNITY

Comp #	225.19	Position:	Research Assistant I
Department:	WCRI – Familial Breast Cancer Research	Classification:	Temporary Full-time
Union:	Non-Union	Salary:	TBD
Hours of Work:	37.5	Duration:	1 year

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.

Summary of Duties, but not limited to:

- Work closely with the Principal Investigator, Co-Investigators and Research Manager
- Perform the activities of various unit projects and performs aspects of research protocol (i.e. participant recruitment, bio specimen collection, data collection, data entry, data cleaning)
- Assist with data management ensuring the accuracy and integrity of data collection and investigate all missing or apparently invalid data
- Help prepare study materials and coordinate shipments between study sites and WCH
- Communicate across all sites to ensure study documents and samples are obtained within allotted time frames
- Assist with data collection of baseline and follow-up questionnaires
- Provide Scientists with administrative support through booking travel and submitting grant applications and journal submissions
- Provide other administrative support as required
- Able to travel between WCH and Sunnybrook Hospital
- 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 or Master's degree in a relevant field (e.g. Health Sciences, etc.)
- Some experience in a health research setting preferred
- Ability to work well under pressure with strong judgment and decision making skills
- Excellent problem solving skills
- Mastery of MS Office applications including Excel, Outlook, Access and Word an asset
- Excellent verbal and written communications skills
- Work efficiently in a high-pressured environment
- Excellent organizational and time management skills
- Well-developed interpersonal and customer service skills
- Ability to maintain confidentiality
- Professional behaviour 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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POSTED: August 2, 2019

INTERNAL CLOSE: August 12, 2019 **Internal Applicants:** complete the internal application/transfer form and forward your resume to the Human Resources Department. Please note: candidates who do not have the required qualifications will not be asked to attend an interview.

EXTERNAL CLOSE: Open until filled **External Applicants:** Forward your application 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 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.