

# 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 years) opportunity as a **Research Assistant II (Competition #243.17)** exists in the Department of Medicine.

Under the direction of the Cardiology and Diabetes Research programs the key purpose of the Research Assistant II will be to facilitate research communications, documentation required for projects (frequently involving population-based Ontario administrative data), recruitment of study participants, preparation of research materials, data entry and manipulation, document management, preparation of peer-reviewed paper(s) and conference presentations, submission of grant proposals, ethics applications, and proofreading.

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
- Financial management and reporting for multiple accounts, including invoicing, reconciling revenue expense reports, budget projections, and reporting on a quarterly and annual basis
- Manage data creation plans (DCP) and other research documents required for population-based research using ICES Ontario administrative databases
- Manage patient recruitment and follow-up in research projects, including communication with study participants, administration of consent forms and data entry and handling of data
- Oversee procurement and contracts according to institutional policy and granting agency criteria
- Assist with submission of manuscripts to scientific journals – may involve creating tables, figures, proof reading, preparation of cover letter, coordinating documents to sign, electronic submission
- Maintain and regularly update research literature library, including performing literature searches using PubMed, Medline or other health sciences databases, and producing annotated bibliographies
- Assist with grant writing and 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.

# EMPLOYMENT OPPORTUNITY

## **Qualifications/Skills:**

- An undergraduate degree in a related area, required
- A minimum of a Masters of Science or 2 years' experience working in a research setting
- 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
- Proficient with EndNote bibliographic software to manage references is required
- Advanced knowledge of Microsoft Outlook, ability to send emails, schedule and manage meetings in calendar, create and manage task
- Basic ability with statistical package such as SAS preferred
- 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: December 18, 2017**

**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 Aboriginal 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.*