

Job Description

Job Title: Research Assistant I - Neurosurgery Research

Department: Neurosurgery Research

Job Category: Research

Employment Status: Temporary Full Time

Term (In Months): 12 months

Number of Positions: 1

Union Affiliation: Non-Union

Salary Range: \$19.05 - 23.81 per hour

The Injury Prevention Research Office is looking for a research assistant to support the research activities of the office. The research assistant will be primarily responsible for assisting with protocol development, REB submission, recruiting study participants, administering questionnaires, conducting interviews at multiple sites, project specific data collection, data entry, transfer and storage, analyses and interpretation of results, preparation of summary and progress reports, supervising trainees as well as completing other research related tasks. The ideal candidate for this position is highly motivated, organized, team-minded, and results-oriented. The research assistant will report directly to the research coordinator and indirectly to the principal investigator, team lead and collaborators.

DUTIES & RESPONSIBILITIES:

- Upon receipt of appropriate training, the Research Assistant will:
- Obtain informed consent from and administer cognitive tests to study participants
- Conduct open ended interviews with study participants
- Collect, store and transfer study data in accordance with REB requirements
- Transcribe interviews
- Analyze videotapes and transcripts
- Supervise students
- Assist Investigator in the initiation of new research and grant writing;
- Perform literature searches, summaries and systematic reviews;
- Assist in the preparation of REB submissions, manuscripts and progress reports;
- General office duties, e.g. filing, faxing, mailings, courier services, photocopying, etc.

QUALIFICATIONS:

- Minimum bachelor's degree in psychology, sociology, urban studies, evaluation, nursing, health and/or medical sciences, statistics, biostatistics, epidemiology, policy, economics, mathematics, computer science, spatial analysis, health services, demography, engineering, physics, or other related fields;
- Experience in Spatial Analysis and related software or GIS certification is a plus;
- One year of relevant research experience preferred;
- Strong analytical and problem solving skills;
- Experience in data management;
- Previous experience in protocol development, ethics proposals, grant and peer-reviewed manuscript writing, and making presentations to scientific audiences is preferred;
- An aptitude for accuracy and detail;
- Demonstrated ability to work both independently and as part of a team;
- Ability to work flexible hours when needed
- Willingness to travel between study sites
- Excellent communication skills, both written and verbal.
- Excellent attendance record.

Application requirements

Applications for research positions in the Injury Prevention Research Office are considered on a continual basis and must include:

1. A cover letter that includes:
 - Your full contact information (address, phone number, and e-mail).
 - How you learned about the program.
2. Your curriculum vitae.
3. The educational transcript from your highest degree attained. If your transcripts are not in English, please also provide a listing of all coursework with grade and credit hour information.
7. Proof of proficiency in English for candidates whose native language is not English.
 - Candidates who have completed a degree wholly in English can provide a copy of their degree.
 - All other candidates should send a copy of their scores on an approved English language test, specifically:
 - The Princeton Test of English as a Foreign Language (TOEFL): For the paper based test, minimum overall score of 600, including a minimum score of 5.0 in the test of written English; for the computer based test, minimum overall score of 250, including a minimum score of 5.0 in the test of written English; for the Internet based test, a minimum overall score of 100, including a minimum score of 24 in the test of written English.
 - The British Council International English Language Testing System (IELTS): A minimum score of 7.0 overall, including a minimum score of 7.0 in the written component.

Please note that all prospective candidates must consent to screening evaluations following the document review phase.

How to submit your application

Applications can be mailed to:
Dr. Michael D. Cusimano
c/o Injury Prevention Research Office
St. Michael's Hospital
30 Bond Street
Toronto, ON
M5B 1W8

Or e-mailed to injuryprevention@smh.ca.
Please also cc Topolovec-VranicJ@smh.ca until October 15, 2011.

More information about the office and a list of the team's co-investigators can be found at http://www.stmichaelshospital.com/research/tbi_violence_study.php