

Research Assistant - Volunteer

The Canadian Traumatic Brain Injury and Violence Research Team (CTBIVRT), housed in the Injury Prevention Research Office, Keenan Research Centre, St. Michael's Hospital was recently funded by CIHR to explore the common modifiable risk factors of TBI and violence with the ultimate goal to prevent TBI and violence. We have studies exploring the interrelation of TBI and violence in vulnerable groups like the homeless, perpetrators of violence, victims of unintentional injury, and in children. A number of studies explore the antecedents of TBI and violence within the culture of ice hockey and others explore the issues using analyses of large databases at a societal level. Knowledge translation studies are interwoven through all studies and there is also a section of the team devoted specifically to studies that explore the translation of studies in this area to effective action aimed at lessening TBI and violence. A number of community organizations are also involved and this allows for the opportunity to do community-based research and integrate knowledge mobilization activities.

The Injury Prevention Research Office is looking for volunteer research assistants to support the research activities of the office. The volunteer 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*
- *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:

- *Bachelors Degree (or degree in progress) 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;*
- *One year of relevant research experience preferred*
- *Strong analytical and problem solving skills;*
- *Previous experience in obtaining consent, administering questionnaires and conducting interviews is a plus*
- *Experience in data management;*
- *Previous experience in protocol development, 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*
- *Excellent communication skills, both written and verbal.*

Application Information

Individuals interested in applying for a volunteer research assistant position should forward the following information to the Injury Prevention Research Office:

1. A cover letter that includes:
 - Your full contact information (address, phone number, and e-mail)
 - Your personal, professional, and academic interests and goals related to the opportunities (1-2 pages)
2. Your curriculum vitae or resume
3. Transcripts (unofficial) from highest degree obtained
4. An academic writing sample in English

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

CVs/resumes and cover letters should be e-mailed to injuryprevention@smh.ca or mailed to:

Michael D. Cusimano, MD, PhD
Injury Prevention Research Office
St. Michael's Hospital
30 Bond St, Toronto, ON M5B 1W8

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