



Research Assistant (Family Health Team) - 5130

Requisition # 5130

Job Type Temporary Full-time

Vacancies 1

Department Family Medicine

Employee Group Non Hospital

Hours (Subject to change) 37.5 hours

Job Description

This is a Temporary Fulltime position for up to Three (3) Months.

The Research Assistant (RA) will recruit eligible participants from both clinics, providing information about the study, answer questions and obtain consent. They will provide support to participants as they complete the study surveys. The RA will manage the completed surveys, complete data entry and some basic data analysis and provide other support to the study as requested.

Job Functions:

- Research/academic project support.
- Recruitment of and obtaining consent from eligible patients for the study and administration of questionnaires.
- Assisting with data entry as required.
- Create summary reports and manage completed surveys to ensure data quality.
- Basic data analysis and report preparation.
- Maintain/update database and edit various database parameters to ensure clarity.
- Providing administrative assistance on project as required, e.g. photocopying, collating, packaging project materials, word processing, correspondence.
- Other duties as assigned.

Job Requirements

- College Diploma or University degree from an accredited educational institution or currently enrolled in a Community College or University Degree program.
- Recent related experience in a medical/university research environment is an asset.
- Proficiency in MS Office applications.
- Experience working with computerized databases and statistical packages an asset.
- Ability to work independently, effectively and efficiently under pressure with multiple competing demands.
- Excellent interpersonal skills.
- Ability to multitask and prioritize.
- Excellent judgment and problem solving skills.
- Self-motivated and detail oriented with a high degree of initiative and creativity.
- Excellent communication skills, both verbal and written.
- Demonstrated satisfactory work performance and attendance.

Salary To Be Determined

Open Date 4/20/2016

Posting Deadline 5/4/2016

Please apply online at <http://www.mountsinai.on.ca/careers> or submit a current resume and an "Application for Job Posting" form to Human Resources, Room 301 by 4:00 p.m. of the posting deadline date.

All employees will follow safe work practices and comply with the roles and responsibilities that are outlined with respect to health and safety policies, procedures and training at Mount Sinai Hospital. In accordance with Hospital policy and legislated health and safety requirements, employment is conditional upon the verification of credentials, completion of a health review, and demonstrating proof of immunity and vaccination status of vaccine-preventable diseases.

Mount Sinai Hospital is a scent sensitive environment and all members of the community are expected to refrain from wearing or using scented products while visiting or working at the Hospital. We also support a barrier-free workplace supported by the Hospital's accessibility plan, accommodation and disability management policies and procedures. Should you require accommodation at any point during the recruitment process, including accessible job postings, please call the Accommodation Phone Line at 416-586-4800 ext. 7050 or email HiringProcessAccommodation@mtsinai.on.ca.

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Join Our Team. Join Our Future.