Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
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Keewatin, ON P0X 1C0

RESEARCH ASSISTANT (I)

Job ID	**63248-2016**
Web Address	https://careers.indigenous.link/viewjob?jobname=63248-2016
Company	McMaster University
Location	Hamilton, ON
Date Posted	From: 2024-06-27 To: 2050-01-01
Job	Type: Full-time Category: Education

Description

< JD # JD00436

Pay Grade: 7

Title: Research Assistant (I)

Unit/Project Description: Join our orthopaedic trauma research team in the Department of Surgery!We have an exciting opportunity for a Research Assistant to provide support to a large and highly productive clinical research team. The successful candidate will have the opportunity to take responsibility for a wide array of research-related activities including maintaining tracking databases, assisting with grant applications, submitting manuscripts, updating curricula vitae, and organizing research meetings. The Research Assistant will also support Research Coordinators and Managers in the daily conduct of one or more ongoing clinical research studies in orthopaedic trauma. Coordinating with other members of the team will also afford an opportunity to hone teamwork and leadership skills within an academic research environment.About the Department of SurgeryOver its 50+ year history, the McMaster Department of Surgery has maintained a steadfast commitment towards thinking big and making it possible. We are a department with 11 surgical divisions and Royal College residency training programs; together, we are poised to unleash a futurefueled by a creative mindset and powered by our people.The successful candidate will bring a positive, solutions-focused mindset, as we collectively work towards achieving the Department Vision. This Vision is based on 6 core tenets: C.R.E.A.T.E.Tenet 1: Building A Culture that Inspires.Tenet 2: Conduct Research that Impacts.Tenet 3: Educate, to Honour our students.Tenet 4: Advance, Personally, Professionally and GloballyTenet 5: Transform Patient CareTenet 6: Unleash surgical Enterprise as a mindset.

Job Summary: The Research Assistant (I) is responsible for organizing and administering one or more research projects within required deadlines under the direction of a Principal Investigator or project leader.

Purpose and Key Functions:

- Oversee the collection, entry, verification, management, analysis, and reporting of data.
- Use statistical software to analyze data and interpret results.
- Design and maintain databases, data collection forms, error checking methods and related programs for efficient collection, analysis, and reporting.
- Modify and reconfigure databases to ensure the optimal storage of data and minimize data entry complexities.
- Troubleshoot moderately complex computer problems.
- Write data management and operations documentation for the project.
- Liaise between the project centre and remote project sites and personnel.
- Conduct structured project participant interviews.
- Ensure that the relevant research methodology is applied, and all research material is handled in accordance with established protocols, policies, and procedures.
- Participate in the development of promotional strategies and related materials to encourage participation and support for research projects.
- Develop presentations and present information and training sessions to project personnel and project participants.
- Keep project participants informed of project progress through regular reports and newsletters.
- Gather and compile information and data required for the preparation of scientific papers, abstracts, and graphs.
- Conduct literature searches.

- Oversee the extraction and compilation of data required for reports and disseminate data to research groups and collaborating partners.
- Implement and maintain the research project budget. Create financial projections and make adjustments to the research project budget throughout the fiscal year.
- Exercise appropriate budget controls, monitor, and reconcile accounts.
- Write a variety of letters and memos.
- Participate in research project meetings and propose recommendations for procedure modifications and development in the areas of data management, quality control, and assurance.
- Write, update, and archive data management and quality assurance conventions.
- Respond to inquiries received from project personnel regarding relevant project issues and procedures.

Requirements:
- Bachelor's degree in a relevant field of study.
- Requires 2 years of relevant experience.

Assets: The ideal candidate requires a Bachelor's degree in a relevant health sciences discipline and at least one year of relevant experience in a research environment. Candidates must possess strong computer skills (MS Office) and exceptional communication skills (written and verbal). Superior interpersonal, communication, and organizational skills are required, as is the ability to work independently, effectively manage multiple tasks, and thrive in a fast-paced environment.

Additional Information: This position will be based at our 293 Wellington St N location and offers a hybrid work arrangement. The position will require occasional work outside of regular business hours to accommodate early morning or evening meetings.
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For more information, visit McMaster University for RESEARCH ASSISTANT (I)