



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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Job Board Posting



Careers.Indigenous.Link

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RESEARCH ASSISTANT (CLSA, HEI)

Job ID	63389-3227	
Web Address	https://careers.indigenous.link/viewjob?jobname=63389-3227	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-06-28	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement. Research Assistant, CLSA (HEI)(JD 0592) Project / Unit Description: The Canadian Longitudinal Study on Aging (CLSA), located within the Department of Health Research Methods, Evidence and Impact (HEI) in the Faculty of Health Sciences, is currently welcoming applications for a qualified Research Assistant to join our team! The Canadian Longitudinal Study on Aging (CLSA) is a large, national, long-term study of more than 50,000 men and women who were between the ages of 45 and 85 when recruited. These participants will be followed until 2033 or death. The aim of the CLSA is to find ways to help us live long and live well and understand why some people age in healthy fashion while others do not. The CLSA is looking for a Research Assistant that will support the team in the implementation and execution of this study. Job

Summary: 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.

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

Assets: Experience with Censo Software (ex. Mastodon, Beartooth, Sabretooth, Cedar) is considered an asset.

Additional Information: This position requires working full-time at McMaster Innovation Park with the potential for limited remote work. The Research Assistant will be part of a cross-functional operations team. Tasks may include: cognition data coding, entry, cleaning and quality review; questionnaire design and testing (paper and web-based); responding to participant queries via toll free line and email; conducting participant interviews; packaging and processing mailouts; additional data entry activities; document management system activities; quality management system activities; and, other administrative and research duties as required.

The successful candidate must demonstrate the following qualifications: High attention to detail and accuracy Strong organizational and teamwork skills Excellent written and oral communication skills Time management skills Flexibility and willingness to learn Proficiency in Microsoft Word, Excel, Access, and Outlook is required, as well as experience working with data collection software

For more information, visit McMaster University for RESEARCH ASSISTANT (CLSA, HEI)