



# 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

<b>Job ID</b>	<b>21908-7299</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=21908-7299">https://careers.indigenous.link/viewjob?jobname=21908-7299</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2018-08-20	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

Research Assistant JD # JD00592 Unit/Project Description: A Research Assistant is required to work for a Psychiatrist within the Women's Health Concerns Clinic in the Department of Psychiatry and Behavioural Neurosciences. 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 centre and remote clinic sites and personnel. Conduct structured patient 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 patients. 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.

Additional Information: Candidates will be proficient in using REDCap including building a new project, maintaining records, and performing regular reports and data extractions. They will also be

skilled in working with DoveTale and Provider Portal. They will have experience and have the ability to promote studies and interview research participants in both clinical and community settings. This includes the administration of structured psychiatric interviews including the MINI, as well as the proper acquisition, handling, and storage of biological samples (e.g. blood, saliva). The applicant will be able to interpret blood and saliva screens. In addition, this individual will have experience and proven ability to connect with, troubleshoot problems that arise, and support vulnerable populations including women with perinatal mental illness. They will also have experience in testing both women and their offspring (infants and children). Familiarity with EEG and ECG recording equipment is required. Proficiency in managing and submitting research ethics board applications, and managing research account programs such as MOSAIC is also needed. Implementation and maintenance of grant budgets and proficiency in using ResearchNet for grant submissions and the Canadian Common CV portal will be essential for this role. The incumbent must be flexible with regards to working hours to meet the needs of the projects. Early morning, evenings and weekends may be necessary. The successful applicant must have access to reliable transportation to travel to community-based sites for recruitment and testing.

For more information, visit [McMaster University for RESEARCH ASSISTANT](#)