



# 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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

## RESEARCH ASSISTANT (I)

<b>Job ID</b>	<b>45816-5260</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=45816-5260">https://careers.indigenous.link/viewjob?jobname=45816-5260</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2022-05-12	To: 2050-01-01
<b>Job</b>	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. JD # JD00436  
Pay Grade: 7

Title: Research Assistant (I)

Unit/Project Description: For Department use only. The Department of Family Medicine (DFM) at McMaster University is seeking a motivated, resourceful, collaborative, and creative colleague to support several research projects. Reporting to the Research Manager and Principal Investigators, the Research Assistant (I) will have training and experience in qualitative and mixed methods research. You possess excellent interpersonal skills, value excellence and rigor in your work, and are comfortable working in a team. The Research Assistant (I) shares responsibility for modelling and supporting policies and practices that are aligned with DFM's commitment to truth and reconciliation with Indigenous Peoples, to addressing the harms of racism experienced by Black and racialized communities and to creating and sustaining an equitable, diverse and inclusive workplace for all.

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: For Department use only. - Possession of a valid 'G class' driver's license and access to a vehicle would be an asset

Additional Information: • Experience with qualitative data collection and analysis (interviews, focus groups and observation). • Demonstrated experience with MS Office, Endnote and other research-related software. • Experience with qualitative analysis software such as NVivo. • Excellent verbal and written communication skills. • Demonstrated project management skills. • Ability to manage competing priorities and to balance multiple tasks. • Experience with knowledge translation an asset. Flexibility is necessary, as the position may require the incumbent to work occasional early mornings, evenings, or weekends. Preference will be given to candidates who embody our values: Honouring and respecting others and ourselves, practicing creativity and courageous inquiry and action, and engaging one another with generous recognition of our interdependence. Interviews will be conducted remotely over Zoom. If a different interview format is more accessible for you, please indicate this in your application. Our department is transitioning to a hybrid workplace. Employees will be expected to work on site in downtown Hamilton with the option to work from home for some part of the work week. Here are some things to note about our office space: • Our office building is in downtown Hamilton and accessible via public transit. • Our offices are located on levels 2-6, which are all wheelchair accessible. • Gender-inclusive public washrooms are available on site. The Department of Family Medicine recognizes the impact of leaves (e.g. family care or health-related) that may have had an impact on your career path. You are welcome to share this information with us, and it will be considered when assessing your application in full to ensure an equitable approach.

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