



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.Link's 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
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Job Board Posting



Careers.Indigenous.Link

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RESEARCH COORDINATOR (I) - 24-MONTH LIMITED TERM A

Job ID	49187-9221	
Web Address	https://careers.indigenous.link/viewjob?jobname=49187-9221	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2022-09-23	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. JD # JD00437

Pay Grade: 8

Title: Research Coordinator (I)

Unit/Project Description: For Department use only. Reporting to Dr. Meredith Vanstone and the Manager of Research and working closely with faculty and team members, the Department of Family Medicine (DFM) is seeking a Research Coordinator. The Research Coordinator will be knowledgeable about primary care and will have relevant experience related to qualitative methods. The incumbent will be responsible for coordinating several qualitative health research projects, conducting and overseeing primary qualitative data collection using observational, interview, and focus group techniques. The individual will also participate in analysis of the qualitative data, literature reviews, systematic reviews and writing tasks. The Research Coordinator will use data collection and analytic techniques associated with grounded theory, qualitative description, and qualitative meta-synthesis. The Research Coordinator shares responsibility for modelling and supporting policies and practices that are aligned with the Department of Family Medicine's commitment to truth and reconciliation with Indigenous Peoples and to creating and sustaining an equitable, diverse and inclusive workplace.

Job Summary: The Research Coordinator (I) is responsible for implementing, monitoring, refining, analyzing, coordinating, and reporting on several research projects. Acts as a resource for the development of protocols, study documents, operations of study management, and management techniques.

Purpose and Key Functions:

- Apply specialized knowledge and scientific principles to review, critically appraise and interpret published literature.
- Write sections of scientific papers, funding proposals, and abstracts.
- Coordinate the activities of research staff and resources to ensure that the project progresses in accordance with predetermined timelines.
- Develop estimates of time and resources for research projects.
- 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.
- Troubleshoot moderately complex computer problems.
- Write data management and operations documentation for projects.
- 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.
- Consult on protocol development, student organization, and data management activities.
- Develop presentations and present information and training sessions to project personnel and project participants.
- Present at meetings, seminars, and conferences.
- Keep project participants informed of project progress through regular reports and newsletters.
- Implement and maintain research project budgets. Create financial projections and make adjustments to research project budgets throughout the fiscal year.
- Exercise appropriate controls, monitor, and reconcile accounts.
- Conduct literature searches.

Supervision:

- Provide lead hand supervision and is responsible for the quality and quantity of work of others.
- Ongoing responsibility for supervising up to 9 casual employees at any one time.
- Provide orientation and show procedures to others.

Requirements:

- Bachelor's degree in a relevant field of study.
- Requires 4 years of relevant experience.

Assets: For Department use only. - experience with the topics of reproduction, chronic illness, medical education and health policy research - graduate training and expertise in qualitative research and qualitative interpretive methodology in particular- demonstrated experience with diversity, equity and inclusion principles in research- experience conducting research with populations with lived experience and long-term contact with the health care system- ability to mentor and supervise students- exemplary planning and project management skills- demonstrated ability to operate as an effective member of a team- ability to manage competing priorities and balance multiple tasks- demonstrated experience with various research-related software applications including graphic design, word processing, EndNote and N-Vivo- experience working with the Hamilton Integrated Research Ethics Board policies and procedures; familiarity with policies for the ethical conduct of research with human subjects

Additional Information: Flexibility is necessary, as the position may require the incumbent to work occasional early mornings, evenings, or weekends. Possession of a valid 'G class' driver's licence and access to a vehicle would be an asset. This is a hybrid position, and the successful incumbent should be prepared to work approximately half the time from the David Braley Health Sciences Centre. 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. Interviews will be conducted remotely over MS Teams or Zoom. If a different interview format is more accessible for you, please indicate this in your application. The Department of Family Medicine also 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

For more information, visit McMaster University for RESEARCH COORDINATOR (I) - 24-MONTH LIMITED TERM A