

RESEARCH ASSISTANT OPPORTUNITY FOR A STUDENT

An opportunity for a Research Assistant working on the Indigenous Women's Stress Study exists at the University of Toronto, St George Campus.

The hired research assistant will be working with the research team of the study entitled: "Reducing stress and improving mental health and wellness among Indigenous women with socio-economic insecurities, living with and without HIV". This research study consists of establishing, implementing and evaluating an intervention grounded in First Nations, Métis and/or Inuit culture. Women enrolled in the study will be asked to participate in the intervention every 2 weeks for 6 months. The purpose of the intervention is to reduce stress and contribute to the improvement of mental health and wellness through acquired skills and/or knowledge learned from the intervention.

The intervention is to be delivered by a Research Assistant who is an Indigenous (e.g., First Nations, Metis or Inuit) woman to other Indigenous women. Students with at minimum a Master's degree in progress are strongly encouraged to apply. The work will consist of a minimum of 15 hours per week. The position is for a minimum of 6 months including a paid training period with a research assistant.

Summary of Duties, but not limited to:

The Research Assistant will work closely with the Principal Investigators, Research Team Members, and study participants. Responsibilities are outlined below:

Administrative Responsibilities:

- Maintain and update all study materials produced over the course of the study (e.g., intervention guide)
- Assist Principal Investigator in the completion of Research Ethics Board (REB) applications and grant submissions for funding (as required)
- Coordination of study meetings (e.g., travel, catering, accommodations) including communication with research team members

Research Responsibilities:

- Conduct data collection (e.g., administer questionnaires, interviews and focus groups) and analysis (e.g., descriptive statistics, thematic analysis)
- Contribute to the development of the intervention content and coordinate intervention delivery with relevant study personnel
- Facilitating knowledge translation and exchange / knowledge mobilization / knowledge sharing activities (e.g. submitting manuscript for publication, preparing draft documents such as conference abstracts, presentations, working with community partners to plan feasts or other similar events)
- Perform comprehensive systematic literature searches

Data Management Responsibilities:

- Under supervision of the Principal Investigator, develop, organize and maintain electronic and paper data filing/retrieval methods, systems, or formats (i.e. database)

- development and maintenance)
- Ensure the accuracy and integrity of data collection (will investigate all missing or apparently invalid data)
 - Maintain study records and equipment in a confidential location
 - Maintain study budget, tracking of expenses and handling expenses
 - Support and exchange self-care strategies with the study personnel

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- Expression of Indigeneity and lived Indigenous experience is required
- Experience in the application of First Nations, Métis and/or Inuit knowledge in research is required; health research and specifically mental health research is an asset
- Experience working with First Nations, Métis and/or Inuit Peoples in a health-related field is an asset
- Master's degree acquired or in progress in a relevant field (e.g. Health Sciences, Psychology, Social Sciences, other health-related disciplines) or combined relevant work experience required
- Trained in the administration of questionnaires is an asset
- Mastery of MS Office applications including Excel, Outlook, PowerPoint, and Word required (MS Access experience an asset)
- Experience with quantitative (i.e. SAS) and/or qualitative (i.e. NVivo) data analysis software an asset
- Personable, with strong relational and communication skills (oral and written)
- Sound decision-making and problem solving skills - works well under pressure and uses good judgment in assessing difficult situations
- Excellent organizational and time management skills
- Publication experience is an asset
- Able to work independently
- Will be required to complete certification on ethical conduct of research involving persons if not already completed and will require extensive knowledge of TCPS-2 Chapter 9

Please forward resume and cover letter via email to anita.benoit@utoronto.ca

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.