

Clinical Research Administrative Job Description

The successful candidate will provide support to the Swallowing Lab by helping to manage the administrative and data of several studies that are taking place at UHN. This position will involve working with our research students and staff along with a variety of clinicians, both in the Allied Health and Nursing professions, as well as with patients with a wide range of diseases, including head and neck cancer, stroke, spinal abnormalities, cardiovascular surgery, and Parkinson's Disease. The successful applicant will need to be organized, flexible, self-motivated, with an attention to detail and an ability to potentially work in a variety of hospital settings (inpatient units, outpatient clinics, office).

Working under the direction of the Swallowing Lab Director, the successful applicant will conduct tasks such as:

- Entering and cleaning study data
- Collecting chart data
- Checking and cleaning data
- Conducting initial analyses of data
- Screening patients for eligibility
- Scheduling study visits and research personnel
- Liaising with research team and participating in team meetings

Qualifications:

- Enrolled as a full-time student at UofT
- Knowledge of computer software such as Excel, Word, Access, SPSS
- Strong analytical and problem solving skills
- Ability to prioritize, be self-driven, flexible and detail-oriented
- Strong verbal and written communication skills
- Ability to work independently and as a team player
- Previous experience in a healthcare setting, preferred

This position is being offered as part for the summer of 2017 (June to August) with a good possibility that it will be renewed in September 2017.

If interested please contact Dr. Rosemary Martino via email rosemary.martino@utoronto.ca at your earliest convenience.