

**Job Posting**  
**CEHIAP Research Assistant (Economic Analysis)**

Based in the Institute of Health Policy, Management and Evaluation (IHPME), the Centre for Evidence and Health In All Policies (CEHIAP) is seeking a Research Assistant to fill a casual appointment (24 to 40 hours per week) for a 3 month period with the possibility of renewal. The successful applicant will coordinate literature reviews and report writing related to economic analysis for resource allocation decisions. The Research Assistant will have an advanced understanding of economic evaluation methods, health technology assessment, and resource allocation optimization methods, including portfolio optimization methods. The Research Assistant will be responsible for reviewing the literature, writing reports, and developing case studies. The Research Assistant must have excellent English proficiency.

**DUTIES & RESPONSIBILITIES:**

- Systematic review of published and grey literature
- Preparing annotated bibliographies and summary reports
- Developing case studies to illustrate relevant concepts and methods
- Report preparation, including drafting of methods sections, generation of presentation-quality graphics, managing references, and coordination of report submissions
- Liaising with stakeholders and partners
- Preparation of presentations and posters related to the study
- Coordination of knowledge translation activities, including: planning of dissemination events; preparing, attending, and taking minutes at meetings with key stakeholders and decision makers; and managing study correspondence.
- Other assigned duties, as required

**QUALIFICATIONS:**

- Masters Degree in Health Services Research, Clinical Epidemiology, Epidemiology, Public Health, or a related discipline
- Minimum 2 years research or research coordination experience is an asset.
- Demonstrated competency in performing literature reviews
- Ability to work effectively as part of a team, as well as independently with a high level of initiation and self-direction and with limited supervision
- Exceptional organizational and coordination skills, including the ability to set priorities, monitor progress towards goals, and achieve results within clearly specified timelines.
- Excellent verbal and written communication skills
- Proven ability to learn new skills quickly

**APPLICATION INSTRUCTIONS:**

Interested applicants should provide a cover letter and CV to [cap.chan@utoronto.ca](mailto:cap.chan@utoronto.ca)