

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Casual Temporary Research Assistant, Asthma Project (3 days/week)
<b>DEPARTMENT:</b>	Health Policy and Research
<b>REPORTING TO:</b>	Dr. Rosenberg-Yunger
<b>START DATE:</b>	February 1, 2018 – September 1, 2018

### POSITION SUMMARY:

The Research Assistant (RA) will assist in ensuring the smooth and efficient day-to-day operation of research activities pertaining to a current ongoing project on asthma management. The RA will assist with the coordination for this project and contribute to data collection and analysis; as well as develop products such as background documents, reports, and presentations.

### MAJOR RESPONSIBILITIES:

- Coordinates and conducts complex primary data collection activities.
- Coordinates the development of analytic summaries.
- Completes statistical analyses including descriptive and inferential analyses; summarizes results in tabular and graphical form for use in PowerPoint presentations, manuscripts, and other reporting formats.
- Assists in the preparation and maintenance of Research Ethics Board protocols submissions.
- Coordinates honoraria for participants.
- Manages and maintains study data.
- Liaises with project team and organize research meetings.
- Assists in monitoring project expenditures, maintaining accounts, liaising with finance department to prepare fiscal year operating budgets.
- Assist in monitoring the progress of research activities; develops and maintains records of research activities, and prepares periodic and ad hoc reports.
- Assists in the development of drafts and contributes to final written material including conference abstracts, commentaries, manuscripts, reports, summaries and syntheses of evidence arising from research.
- Other duties as assigned.

### QUALIFICATIONS:

#### Education

The completion (or nearing completion) of a Master's degree in a health-related discipline with formal training in statistics.

#### Experience

- Experience supporting research at an academic department, research institute or organization with demonstrated project management skills.
- Experience in applying statistical methods to large, longitudinal data sets is essential.
- Experiences with data cleaning.

#### Skills / Knowledge

- Knowledge and experience with quantitative research methodology and related software applications (e.g., SPSS), sufficient to analyze and interpret study data.



- Skill and expertise in conducting and analyzing qualitative data and research in area of own specialty in order to complete statistical analysis including descriptive and inferential analyses.
- Skill and expertise in developing reports, and presentations.
- Skill and the ability to work in a collaborative environment.
- Planning, organizing, project management skills and initiative in order to work efficiently under conditions of multiple deadlines and changing priorities with meticulous attention to detail.
- Skill and ability to approach and manage assignments in a fast-paced environment.
- Effective interpersonal, teamwork and relationship building skills.
- Office computer and data management skills with proficiency in MS Office (Word, Excel, PowerPoint).

*Resumes can be directly submitted to [rmorales@opatoday.com](mailto:rmorales@opatoday.com)*