Research Assistant, Sunnybrook Research Institute
Temporary Full time (37.5 hours per week, 1 year with option to renew)

We currently have an opportunity for a temporary full-time Research Assistant (RA) with the DAN Women and Babies program at Sunnybrook Health Sciences Centre.

The primary role of the RA is to support the DAN Women and Babies program in an administrative and research capacity. This role would provide an excellent opportunity for a recent graduate or current student to gain experience in a dynamic hospital setting with an interest in maternal and neonatal research.

The position is split into two RA roles:
1. DAN Women and Babies program RA under the supervision of Susan O’Rinn (67% of the time)
2. Spinal Cord injury and Urogenital Health in Pregnancy (SCI-UP) registry RA under the supervision of Anne Berndl (33% of the time)

1. DAN Women and Babies program RA
Reporting to the Senior Research Project Manager, Susan O’Rinn, the incumbent will support research and administrative aspects of multiple projects in the area of maternal and neonatal research.
Responsibilities may include:
Administrative
• Provide general program administrative support including preparing meeting agendas, taking minutes, meeting and event catering, etc.
• Facilitate access (i.e. to electronic health record systems) for staff/students
• Provide summer student program support for (orientation, training, award applications, etc.)
• Maintain internal and external websites and various internal reports/lists
• Liaise with various departmental and hospital staff

Research
• Conduct literature reviews
• Medical chart review & data abstraction
• Assist with preparation and management of study documents and other research files including questionnaires, consent forms, and participant materials
• Assist with participant recruitment and informed consent activities
• Assist with the collection, management, and analysis of qualitative and quantitative data
• Assist with preparation and submission of written materials such as: research ethics board applications, grant submissions, legal agreements, manuscripts, research reports, poster and presentation submissions
• Coordinate data flow both internally as well as externally i.e. with collaborators from other sites
• Liaise with external personnel i.e. collaborators, sponsors, etc.
• Apply general research principles, concepts and techniques to all research tasks

General
• Other duties as assigned

2. SCI-UP Registry RA
Reporting to the Principal Investigator, Dr. Anne Berndl, the incumbent will support research and administrative aspects of the SCI-UP registry and other research projects as required.

This role involves: managing an online database, inputting surveys into survey software, data cleaning, preliminary analysis and presentation, contacting participants for follow up, study promotion, creation of charts/graphs/visuals, summarizing results, and writing reports. It involves working with, communicating with, and providing information to
other members of the research team, including the Co-Principal Investigator as well as research students, research coordinators and assistants, and statisticians. Other tasks include preparation of documents for REB, literature searches, distribution of surveys or other documents and medical science writing. You will be asked to maintain research binders for studies.

You will also be involved in other research activities such as grant preparation, study preparation, participant recruitment as well as support and maintenance of ongoing research by Anne Berndl on an as needed basis.

**Qualifications:**

- Undergraduate or graduate degree in a relevant field (e.g. health research methodology)
- 1-3 years of experience working in a research setting
- Experience working in a healthcare setting is an asset
- Familiarity with Research Ethics Board submissions
- Familiarity with research processes including data collection and data entry
- Exceptional organizational skills and attention to detail
- Excellent interpersonal and communication (oral and written) skills
- Excellent computer skills, including proficiency with Microsoft Office (Excel, Word, PowerPoint)
- Ability to work both independently and within a team environment with staff at all levels within the organization
- Tact, discretion and ability to manage confidential and sensitive data and information

Interested candidates should send their CV and cover letter to Susan O’Rinn at susan.orinn@sunnybrook.ca by December 6th 2019.

We thank you in advance for your interest. Only those candidates selected for an interview will be contacted.

More information about the Sunnybrook Research Institute can be found at: [www.sunnybrook.ca/research](http://www.sunnybrook.ca/research)

Sunnybrook Research Institute is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

Sunnybrook Research Institute is strongly committed to inclusion and diversity within its community and welcomes all applicants including but not limited to: visible minorities, all religions and ethnicities, persons with disabilities, LGBTQ persons, and all others who may contribute to the further diversification of ideas.