CASUAL OPPORTUNITY (PART-TIME POSITION)
North American Observatory on Health Systems and Policies, DLSPH, University of Toronto

Hours of Work: average 14 hours per week
Hourly Rate: $23-$33 per hour depending on qualifications
Length of contract: 4 months

ORGANIZATION AND DEPARTMENT DESCRIPTION:
The North American Observatory on Health Systems and Policies (NAO) is a research centre based at the Institute of Health Policy, Management and Evaluation (IHPME) in the Dalla Lana School of Public Health (DLSPH). It is a collaborative partnership of interested researchers, research organizations, governments, and health organizations promoting evidence-informed health system policy decision-making. The NAO is committed to focusing considerable attention to state and provincial health systems and to creating a foundation for more systematic health system and policy comparisons among substates.

POSITION OVERVIEW
In support of a team of researchers reporting on COVID-19 health systems and policy responses across Canada, the Research Assistant will:
- Conduct environmental scans of federal, provincial and territorial policy documents, news releases, and related sources (news media, and other grey literature)
- Compile and help format resources in a tracking spreadsheet
- Assist in the writing of reports, manuscripts, and scientific abstracts
- Maintain a reference database using Zotero

QUALIFICATIONS AND SKILLS:
- Masters or PhD student currently enrolled at DLSPH (PHS or IHPME)
- Experience with environmental scans and literature reviews
- Proficient in Microsoft Suite
- Familiarity with Canadian health systems and policy an asset
- Ability to work independently as well as function as part of a multidisciplinary team
- Strong written and verbal communication, and organizational skills
- High level of professionalism, personal motivation, self-management, and detail-orientation; ability to take responsibility in meeting deadlines.

SUBMISSION OF APPLICATION
Please submit a short email of intent and Curriculum Vitae by email by April 24, 2020 to:

Sara Allin
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Assistant Professor, Institute of Health Policy Management and Evaluation
IHPME | University of Toronto
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