Position: Research Assistant
Number of vacancies: 1
Time Commitment: 10 hours/week
Duration: December 2021-May 2022
Salary: $32/hour

Degree/credential level: Doctorate in progress
Tech resource requirements (for remote work): computer, internet, webcam, mic, phone

Description:
Principal Investigator Dr. Fiona Miller in the Institute of Health Policy, Management and Evaluation invites applications for a Research Assistant position. The RA will take a supporting role in a CIHR-funded health policy study on diagnostic innovation, specifically, examining the arrangements that support the discovery, development, and adoption of molecular diagnostics across jurisdictions (e.g., Canada, US, UK, France) and clinical areas. The study aims to advance understanding of changes in the innovation system for diagnostics, including changes in role of the public sector and industry actors in research and development, and changes in the way various regulatory actors are influencing the adoption of new diagnostic tests. The incumbent would support work on the next phase of the study, which centres on breast cancer prognostics.

Responsibilities:

- Conducting literature and document reviews
- Contributing to the design and planning of the study components
- Assisting with the development of coding frameworks and coding transcripts
- Contributing to data analysis
- Fact checking, proofreading, and editing research documents to ensure accuracy
- Drafting reports and/or editing manuscripts
- Organizing team meetings and other research administration (e.g., supporting research ethics processes, coordinating interview transcription, ensuring the maintenance of data confidentiality, etc.)
- Participating in related team research activities

Qualifications:

- **Education:** Working towards a doctorate in a relevant social science discipline (health services and policy research, sociology, political science, anthropology, health studies, etc.).
- **Experience:** Familiarity with search engines and the process of conducting searches and literature reviews. Experience with qualitative research or health policy research an asset.
Ideally, candidates will also have a working knowledge of the research topic. Bilingualism (French/English) would be an asset.

- **Skills**: Skills in Microsoft Office applications and ability to master other applications (e.g., Endnote) as necessary; Comfort with computers and ability to troubleshoot on both Mac OSX and Microsoft OS platforms; Ability to work both collaboratively and independently; Organizational skills, especially setting priorities, managing time, attention to detail and accuracy; Interpersonal skills for relationships with potential collaborators and fellow team members; Planning and analytic skills; Written and verbal communication skills. Quantitative analysis skills would be an asset.

**Application Materials:**

Applicants should submit: a cover letter clearly indicating their interest in the position, their relevant experience, and the date they are available to begin; a curriculum vitae, and; the names and e-mail addresses of two references.

Please send application materials to Dr. Gillian Parker at gillian.parker@mail.utoronto.ca

All applications are appreciated, however, only those candidates selected for interviews will be contacted.