EMPLOYMENT OPPORTUNITY

Research Assistant

Employment Type: Part Time/ Flexible

Position Description

The Dalla Lana School of Public Health (DLSPH) at the University of Toronto invites applications for a part time Research Assistant position with primary research expertise in knowledge synthesis and qualitative methods. This position will provide research support for research related to health workforce. The candidate will engage with the researchers to:

- Develop search strategies and perform systematic search of online literature databases.
- Perform screening of studies, data extraction and risk of bias assessment.
- Prepare Human Research Ethics Committee submissions.
- Coordinate and perform qualitative interviews.
- Assist in writing grant proposals and budget estimates for funding.
- Assist in writing reports, policy briefs and publication manuscripts.
- Manage effective communication with internal and external study staff and key stakeholders.
- Participate in team meetings and activities relating to the project and own work area.

Qualifications

The work will be done remotely and involve meeting with the team virtually on a regular basis.

Desired Skills and Experience

- Graduate training in a health or related field and/or commensurate experience;
- Superior organizational, project management, and communication skills; Proficiency in Microsoft Office;
- Ability to multitask and work collaboratively as a member of a small team;
- Ability to take initiative, work independently and accountably in a positive manner;
- Ability to interpret and identify key results from research and to succinctly summarize research findings;
- Intermediate level of experience in doing systematic reviews and qualitative interviews.
- Strong focus on quality and timely delivery of work.
- Attention to detail and rigorous methodological approach.
- Well organized with good time management skills.
• Ability to work well and flexibly i.e. autonomously, in small teams and with a wide range of varying stakeholders.

If interested, please send a cover letter and CV by March 31st, 2022 to: abi.sriharan@utoronto.ca