

## **RESEARCH ASSISTANT POSTING**

### **Institute of Health Policy, Management and Evaluation**

**Position: Research Assistant**

**Number of vacancies: 1**

**Time Commitment: 10 hours/week**

**Duration: 6 months (with possibility of renewal)**

**Salary: \$25-35/hour (based on experience/background)**

**Closing Date: Friday, October 17, 2025**

**Degree/credential level: Masters/Doctorate in progress**

**Tech resource requirements (for remote work): computer, internet, webcam, mic, phone**

#### **Description:**

Dr. Fiona Miller, Professor at the Institute of Health Policy, Management and Evaluation and Director of the Collaborative Centre for Climate, Health and Sustainable Care, invites applications for a Research Assistant (RA). The RA will take a supporting role in a CIHR-funded policy study of health technology governance, examining how the agencies that collectively regulate the adoption of health technologies by health systems, and inform their utilization, influence the environmental sustainability of healthcare products and services.

In recognition of the fact that pharmaceuticals and medical devices are estimated to contribute 25% of healthcare's carbon footprint, alongside solid waste and pollution, the study aims to generate and translate knowledge and identify policy options to improve the environmental performance of health technologies.

#### **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 collection
- 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 masters or doctorate in a relevant 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. 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. Qualitative and Quantitative analysis skills would be an asset.

**Apply now:**

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 Gillian Parker, [gillian.parker@utoronto.ca](mailto:gillian.parker@utoronto.ca).

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