

Research Assistant Position

Summary:

This Research Assistant will facilitate the advancement of the various research projects of the Canadian Network for Observational Drug Effect Studies (CNODES). The Research Assistant will work as part of the multiple research teams within CNODES, participating in project management and research activities, as well as ensuring and overseeing the successful progression of the various research projects. Specifically, they will liaise with researchers, coordinate work of research staff, manage progress of the studies, and document the process. They will participate in reporting results, as well as assisting with the development of presentations and publications. They will also be provided with opportunities to participate in CNODES-related research.

Roles and Responsibilities:

- Organize and facilitate project-related meetings and communications within the research team.
- Organize and maintain study records including research ethics approvals, data custodian approvals, data access timelines, etc.
- Facilitate the development, registration, and maintenance of study protocols.
- Prepare study progression and end of study reports.
- Conduct literature reviews as needed.
- Prepare data tables.
- Support the preparation of reports, presentations, manuscripts, and other materials as needed.
- Organize and archive final documentation for each project.
- Support the writing, development, organization, and maintenance of the website content.
- Maintain and enhance documents related to the network's policies and procedures.
- Provide support and input for CNODES-related events, sessions, and activities.
- Assist in the preparation of annual reports.

Qualifications:

- Master's Degree in Epidemiology, Public Health, or equivalent.
- Advanced skills in Microsoft Excel, Word, and PowerPoint are required.
- Ability to prioritize, multi-task, and manage multiple complex projects in a fast-paced work environment.
- Ability to take initiative and use problem-solving skills to provide information needed in decision making, with accuracy and in a timely fashion.
- Excellent organizational skills.
- Ability to communicate effectively; excellent spoken and written English language skills are required.
- Familiarity with all facets of the research process is required; basic knowledge of statistics is desirable.
- Familiarity with website design and support is considered an asset.
- Ability to work independently and as a member of a team.
- Ability to maintain a high degree of confidentiality.

Salary: Based on the Lady Davis Institute's scale for a research assistant (level 2).

Term: This position is a maternity leave replacement with the possibility of renewal.

Please email your cover letter and curriculum vitae to: **Corine Mizrahi**, Project Manager, CNODES
c/o: Melissa Dahan, Administrative Assistant, CNODES
Centre for Clinical Epidemiology
Jewish General Hospital - Lady Davis Institute
3755 Cote Ste-Catherine, H-415
Montreal, Quebec H3T 1E2 Canada
E-mail: info@cnodes.ca
Website: www.cnodes.ca