

Douglas Research Centre Job Posting Request



Return completed form to : Centre de recherche Douglas (research.centre@douglas.mcgill.ca)

Information required	Please complete below
Title of position	Research Assistant (2 positions)
Summary of position (for Web posting, 200 words max.)	<p>This position involves: recruitment, scheduling and obtaining informed consent, administering questionnaires and interviews, and assisting with the preparation of Standard Operating Procedures, research ethics and regulatory submissions, presentations and manuscripts (i.e., conducting literature searches, verifying references, preparing data, conducting data analyses) and reporting to granting agencies. Responsibilities will also include providing assistance in clinical trial applications to Health Canada, analyzing PET and MRI data, organizing and maintaining study records, collecting, coding and entering data, monitoring data integrity, ensuring the secure storage and maintenance of study records, assisting in the recruitment and training of research volunteers and students and coordinating tasks with other research team members, and processing participant remuneration.</p>
Description of tasks	<p>Previous experience in administration of neuropsychological assessments (e.g., RBANS, MATRIC), structured diagnostic interviewing (e.g., SCID, SIPS, PANSS), and clinical rating scales (e.g., TLFB) is an asset. Clinical trial experience (CTA, reporting to Health Canada) is an asset. Background in neuroimaging is required. Submission to granting agencies and manuscript submission is an asset. Coursework and/or demonstrated academic interest in psychopathology in youth psychosis/addictions and brain imaging is required. Strong research and analytical abilities and understanding of quantitative/experimental research methods are required. The Research Analyst must have knowledge of the regulatory, ethical and privacy issues involved with working with study participants and managing PHI. Previous experience recruiting, screening and obtaining informed consent from patients with first episode psychosis. Experience processing data (i.e., coding and entry) and an ability to identify and manage potential areas of concern related</p>

	<p>to database maintenance is required. Intermediate level of proficiency with Microsoft Office (Word, Access, PowerPoint, and Excel), database management, neuroimaging software, and statistical software (SPSS, R package) is required. Candidates are expected to be detail-oriented, well organized, ability to work independently and effectively in inter-professional team environments and with youth with clinical needs. Candidates will have excellent interpersonal skills, strong oral and verbal communication skills, and an ability to provide assistance while maintaining a cooperative, collaborative working environment. Bilingualism (French/English) and/or proficiency in a second language would be an asset.</p>
Required qualifications	Bachelor/Msc neuroscience
Required skills	Administering scales, completing CRF forms
Required abilities	Experience with clinical studies in patients
Location of work (please indicate pavilion)	
Will be required to travel for work?	NO/OCCASIONALLY/REGULARLY
Date of posting	September 16, 2020
Duration of posting (maximum 10 business days)	September 29, 2020
Instructions for submitting application	research.centre@douglas.mcgill.ca