Academic Associate  
Dr. Mayada Elsabbagh’s Research Lab

The Montreal Neurological Institute, Faculty of Medicine at McGill University invite applications for an Academic Associate position.

Working closely with autism research program principal investigator, Dr. Mayada Elsabbagh, the successful candidate must be able to work autonomously and as a part of the team, since s/he will be mainly responsible for coordinating and overseeing research operations. The candidate will collaborate with the other researchers, research professionals and trainees at the MNI to contribute to projects that lead to a better understanding of autism. Specifically, the candidate will actively contribute to research program planning and implementation, generate procedure documents, manage staff, provide support for different local and international working groups and collaborators, prepare progress reports, liaise with domestic and international scientific partners, write grant/funding applications as well as submissions of scientific articles to peer-review journals, all within the open science framework at the MNI.

Specific duties include:

• Work closely with the lead PI to define and implement overall scientific direction, research and training activities, strategic action plans, and priorities of the program.
• Plan and manage the program’s scientific projects.
• Organize and support training activities.
• Support the lead PI in overseeing team members activities and responsibilities.
• Plan and oversee use of program’s space and infrastructure.
• Liaise with various internal departments including administration, OSR, and externally with affiliated research institutes to facilitate program operations.
• Write and edit scholarly publications.
• Participate in the writing of funding applications.
• Prepare scientific reports.
• Provide support to various local and international working groups.
• Other related duties as assigned.

This position is a contract position for one-year renewable. The salary will commensurate with experience.

Education/Experience

The successful candidate must hold a PhD degree in a discipline relevant to autism (preferably in neuroscience, psychiatry, psychology or related disciplines) and have relevant postdoctoral experience. We seek a candidate with at least 10 years of research experience and with demonstrated teaching and training/supervision experience. The ideal candidate should be highly motivated and have strategic judgment and advanced project management skills. The candidate must have demonstrated superior organizational, planning, priority settings, analyzing and problem solving skills. We require fluency in English with a high proficiency in English scientific writing. We seek a candidate with an excellent record of publications in internationally recognized journals, as well as a documented history of grant writing. Preference will be given to candidates with experience in interdisciplinary research. Must be highly motivated with a demonstrated ability to build constructive and effective relationships and capable of integrating with other working groups at the MNI. Some travel to conferences, meetings and workshops is required.

Application Process

An application letter and a curriculum vitae should be sent to Dr. Mayada Elsabbagh (mayada.elsabbagh@mccill.ca) by August 9th, 2019. We thank all applicants for their interest. However, only applicants selected for an interview will be contacted.

McGill University hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities. McGill implements an employment equity program and encourages members of designated equity groups to self-identify. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence the Associate Provost (Equity and Academic Policies) at 514-398-1660. All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadians and permanent residents will be given priority.