### POSTING
### CASUAL RESEARCH ASSISTANT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Casual Research Assistant</th>
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<tr>
<td>Hiring Unit:</td>
<td>McGill University</td>
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<td>Ingram School of Nursing</td>
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<tr>
<td>Supervisor:</td>
<td>Jacqueline Vachon, M.Sc.</td>
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<td>Hours/Week &amp; Schedule:</td>
<td>14 hours per week</td>
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<td>Hourly Wage:</td>
<td>$15.50 - $18.00 (depending on qualifications)</td>
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<td>Planned Start Date &amp; End Date:</td>
<td>February 1, 2020 – January 30, 2021 (renewable)</td>
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<td>Date of Posting:</td>
<td>January 6, 2020</td>
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<td>Deadline to Apply:</td>
<td>January 20, 2020</td>
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### PRIMARY DUTIES
- Grant materials preparation (e.g., literature searches)
- Research ethics applications assistance (e.g., translating consent forms into French)
- Data management activities (e.g., entering e-questionnaires into Qualtrics, data audits)
- Bibliometric support for faculty (e.g., journal impact factors, ORCID IDs, H-index, etc.)
- Open access publication support: help draft and provide support for policy and procedure for submitting to McGill’s institutional repository, compile list of journal open access fees.
- Assist ISoN librarian (e.g., facilitate lectures/workshops, assist in the development and maintenance of online learning modules and subject guides)
- Additional research and administrative tasks as needed (e.g., coordination of meetings, take minutes, scan documents, obtain signatures, English to French translation, etc.)

### EDUCATION/EXPERIENCE
**Minimum requirement:**
- At least two years of research assistant experience in an academic setting
- Bilingual (French & English)

### OTHER QUALIFYING SKILLS & ABILITIES
- Bachelor’s degree in a health-related field preferred
- Strong writing and communication skills in French and English
- Proficiency in Microsoft Word and Excel
- Excellent organizational skills and attention to detail
- Previous experience working on grants, ethics applications, and literature searches
- Qualtrics experience and knowledge of McGill library system are assets
- McGill work study students are encouraged to apply

### HOW TO APPLY
Please submit your application to:
Please send your CV and a cover letter to the attention of Jacqueline Vachon, M.Sc.:
jacqueline.vachon@mcgill.ca
Please note that only applicants who are successful in obtaining an interview will be contacted.

*McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.*