

## Job Details

**Job Title** Research Coordinator - Medical Oncology

**Job ID** 56233

**Location** Lawson Health Research Institutu

**Full/Part Time** Full-Time

**Regular/Temporary** Temporary

**Favorite Job** ☆

### Posting Period

Open: February 18, 2017

Deadline: March 3, 2017

Non-Union

Different terms and conditions of employment may apply to externally funded positions.

### Department Name

Lawson Health Research Institute - Department of Oncology – Division of Medical Oncology

The Division of Medical Oncology, associated with the London Regional Cancer Program at the London Health Sciences Centre, is primarily involved in clinical and translational research, teaching and clinical service. The Research Coordinator collaborates with the faculty to translate their clinical and academic interests into research studies with the goal of further strengthening the department's research mandate. This position provides project coordination and research support to the Medical Oncology faculty. As such, the position will collect, analyze and report on research data to individual faculty supervisor, create and maintain accurate and timely records of results and protocol design; assist in the dissemination of research findings, and oversee budgetary requirements for each study. The Research Coordinator will report to the Medical Director of the Clinical Cancer Research Unit and will be accountable to individual faculty for specific investigator-led projects.

**Rate of Pay:** To commensurate with experience

**Hours of Work:** 37.5 hours per week

**Duration of Contract:** 12 months

### Qualifications

- Successful completion of a Masters Degree in Social Sciences, or Health Care related field
- Minimum of two (2) years previous research experience, preferably in a health care/research environment
- Thorough knowledge of research processes (ethics, funding dissemination)
- Experience in the planning, implementation and management of multiple research projects involving questionnaires and surveys is preferred
- Demonstrated proficiency in Microsoft Office applications (Word, Excel, PowerPoint) and Outlook
- Work experience with data entry and statistical packages (SPSS, N\*Vivo)
- Ability to work independently and collaboratively
- Excellent interpersonal and communication skills
- Occasional flexibility in work schedule
- Demonstrated skills in literature searches, and preparation and presentation of research data and findings
- Familiarity with LHRI and LHSC policies and procedures an asset
- Familiarity with national, international and provincial research funding agencies/organizations that fund research would be a strong asset
- Advanced understanding of confidential information and the privacy of patient information
- Experience in the preparation and management of budgets
- Demonstrated knowledge of and commitment to patient and family centred care
- Demonstrated knowledge of and commitment to patient and safety at LHSC
- Demonstrated ability to attend work on a regular basis

London Health Sciences Centre fosters a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

We are committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates, as a condition of job offer, would be required to provide a satisfactory police information check (original document) completed in the last 3 months.