

Job Details

Job Title Research Assistant - Multi-Organ Transplant Program (Temporary)

Job ID 56667

Location University Hospital

Full/Part Time Part-Time

Regular/Temporary Temporary

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Posting Period

Open: March 30, 2017

Deadline: April 5, 2017

Non-Union

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

Department Name

Lawson Health Research Institute - Multi-Organ Transplant Program

Lawson Health Research Institute (Lawson) is the research institute of London Health Sciences Centre and St. Joseph's Health Care London. As one of Canada's top ten research institutes, we are committed to furthering scientific knowledge to advance health care around the world.

The successful candidate will be coordinating and/or assisting with the daily administration of a Research Centre, including the following general maintenance issues such as coordinating with Customer Support and/or Help Desk, the maintenance of records and files for research grants, financial record keeping, the preparation and updating of Excel spreadsheets of all accounts, the preparation of expense claims, online ordering of lab supplies, and maintaining the student access and registry.

Rate of Pay: To commensurate with experience

Hours of work: Temporary Part-time (22.5 hours per week)

Duration of Contract: May 2017 - May 2018 (with possibility of contract renewal)

Qualifications

- Demonstrated experience in accounting
- Demonstrated experience working with online ordering using PeopleSoft/Mustang Market (Western) & HMMS systems
- Demonstrated knowledge of MS Word and Excel
- Demonstrated excellent interpersonal and communication skills (both verbal and written)
- Demonstrated excellent time management and organizational skills with an ability to multi-task
- Demonstrated maturity and good judgment with a strong work ethic
- Familiar with aspects of Western University and Lawson Health Research policies and procedures preferred
- Familiar with working with MAC computers
- Demonstrated knowledge of and commitment to the principles of patient and family centered care
- Demonstrated knowledge of and commitment to patient and staff 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.