

Job Details

Job Title Research Assistant - Cancer Research Laboratory Program

Job ID 58299

Location London Health Sciences Centre

Full/Part Time Full-Time

Regular/Temporary Temporary

Favorite Job 

Posting Period

Open: September 1, 2017

Deadline: September 7, 2017

Non-Union

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

Department Name

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 Research Assistant (Administrative) will provide administrative support to the Scientists in the Cancer Research Laboratory Program, as well as back-up support to the Core Administration Staff.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

Duration: 12 months with the possibility of renewal

Qualifications

- Completion of a Post-Secondary Certificate or Diploma in office administration or equivalent acceptable to the hospital
- Minimum 3 years' experience preferably in a biomedical setting or equivalent to the hospital
- Demonstrated computer proficiency (Word, Excel, Group Wise, Internet searches, Web-based applications)
- Experience in preparing and organizing grant submissions for review
- Knowledge of Research granting guidelines, i.e. Canada Institutes of Health Research
- Knowledge of Occupational Health and Safety, Radiation Safety and WHMIS procedures
- Experience with organizing travel arrangements including meetings, honoraria and setting up itineraries
- Experience in purchasing procedures, preferably UWO PeopleSoft and LHSC HMMS systems
- Knowledge of web-based programs
- Demonstrated strong organizational skills and well-developed interpersonal skills
- Demonstrated proficiency in written and oral communication skills
- Ability to work independently with minimal supervision
- Ability to manage competing priorities and a demanding workload
- Demonstrated knowledge of and commitment to patient and staff safety
- Demonstrated ability to attend work on a regular basis

London Health Sciences Centre is 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.

We foster a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

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.