

Job Details

Job Title Lawson, Research Assistant - Multi-Organ Transplant Program

Job ID 61503

Location University Hospital

Full/Part Time Part-Time

Regular/Temporary Temporary

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Posting Period

Open: May 23, 2018

Deadline: June 5, 2018

Non-Union

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

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 coordinate and/or assist with the daily administration of a Research Centre, including general maintenance, such as coordinating with Facilities/Maintenance, the coordination of records and files for research grants, financial record keeping, the preparation and updating of Excel spreadsheets of all accounts, online ordering of lab supplies and maintaining the student access registry.

Rate of Pay: To commensurate with experience

Hours of Work: 22.5 hours per week

Duration: 12 months

Qualifications

- Successful completion of Ontario Secondary School Diploma (OSSD) or equivalent acceptable to the Hospital
- Demonstrated ability to take initiative and work independently
- Demonstrated experience working with online ordering using Peoplesoft/Mustang Market (Western) HMMS systems
- Demonstrated experience in accounting
- Demonstrated knowledge of MS Word and Excel
- Demonstrated excellent interpersonal and communications 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
- Demonstrated knowledge of and commitment to the principles of patient and family centered care
- Demonstrated knowledge of and commitment to patient safety at LHSC
- 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.