

Job Details

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

Job ID 65153

Location University Hospital

Full/Part Time Full-Time

Regular/Temporary Temporary

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Posting Period

Open Date: March 22, 2019

Closed Date: March 28, 2019

Non-Union

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 assist with the daily administration of a Research Centre as well as the administration of a Clinician Scientist office

Rate of Pay: To commensurate with experience

Hours of Work: 30 or 37.5 hours per week

Duration: April 15, 2019 - April 14, 2020 with possibility of renewal

Qualifications

- Bachelor's degree or diploma in Health Sciences preferred
- Demonstrated related experience in a physician/researcher's office
- Demonstrated experience in accounting/finance
- Demonstrated ability to take initiative and work independently
- Demonstrated computer proficiency (MS Word, Excel, Outlook, Powerchart, Acuity Star)
- Demonstrated excellent interpersonal and communication skills (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
- Demonstrated experience working with online ordering using UWO Mustang Market /HMMS systems
- Familiar with aspects of Lawson Research and Western University policies and procedures preferred
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox), Hepatitis B, Tetanus/ Diphtheria/Polio; Meningitis.
- Provide documentation of the Tuberculosis skin testing (two step)

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.