

## Job Details

**Job Title** Research Coordinator

**Job ID** 54423

**Location** University Hospital

**Full/Part Time** Full-Time

**Regular/Temporary** Temporary

**Favorite Job** ☆

### Posting Period

Open: May 18, 2016

Deadline: May 31, 2016

Non-Union

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

### Department Name

Lawson Health Research Institute – Mental Health Research

The Research Coordinator is a part of the research team and will assist with the coordination of day-to-day activities. The Research Coordinator will contribute to the organization and implementation of various project initiatives. The responsibilities of this position will include, but are not limited to, the management of budgetary distribution, invoice preparation, general office duties and administrative support. The Research Coordinator is responsible for ensuring data is accurate and secured properly, assisting in preparation for updating CIHR CVs, research proposals, research ethics board applications and revisions, grant applications, manuscripts and submission of project abstracts. Necessary tasks also include coordinating meetings, preparing agendas, recording minutes, distributing minutes, arranging room bookings and catering, and ensuring staffing support.

**Rate of Pay:** Commensurate with experience

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

**Duration:** 12 Months

### Qualifications

- Successful completion of a Bachelor's degree in a Health related field
- Previous research experience preferred, preferably in the area of general and psychiatric nursing theory and practice
- Ability to perform in a leadership role.
- Must possess knowledge of various computer applications,
- Adult education experience and clinical skills is an asset
- Demonstrated excellent time management skills
- Excellent organizational skills are essential.
- Excellent verbal, written communication and interpersonal skills for maintaining ongoing relationships with staff on in-patient units and the community.
- Ability to work in a flexible environment and can easily adapt to a changing workload.
- Ability to work independently with minimal supervision and as a member of a team
- Demonstrated knowledge of and commitment to principles of patient and family centred 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.

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that an internal reference check may be conducted as part of the selection process.

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 vulnerable sector police check (original document) completed in the last 4 months.