

Job Details

Job Title Research Assistant - Administrative

Job ID 55117

Location Victoria Hospital

Full/Part Time Part-Time

Regular/Temporary Temporary

Favorite Job 

Posting Period

Open: August 13, 2016

Deadline: August 26, 2016

Non-Union

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

Department Name

Cancer Research Laboratory Program

The Research Assistant - Administrative will coordinate the development and continued sustainability of the Partners in Experiential Learning (PEL) Program. This involves providing administrative support to cooperative student supervisors at the Lawson Health Research Institute and Western University, and high school students. The incumbent will generate, with the assistance of the PEL Director, reports of the progress for submission to the Ministry of Education. The Research Assistant – Administrative will maintain an accurate budget and take responsibility for all UWO and LHSC-related purchase requisitions, travel expense reports, ordering supplies, payroll and authorizing invoices for payment.

Rate of Pay: To commensurate with experience

Hours of Work: 22.5 hours per week

Duration of Contract: 7 months

Qualifications

- Successful completion of a University or College degree in Accounting/Business Administration
- Minimum of two (2) years of experience in an administrative or administrative support role
- Proficient in finance and accounting
- Proficient in PeopleSoft, Microsoft Office, PubMed, Internet Explorer, Adobe Acrobat, GroupWise, Dreamweaver, FrontPage and other software packages
- Knowledge of UWO and LHSC/LHRI policies, including A/P, A/R, PeopleSoft Financials and Human Resources
- Proficient oral and written communication skills
- Proficient organizational and time management skills
- Proficient in minute taking and preparing agendas
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Excellent interpersonal skills
- 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 a 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 8 months.