

Job Details

Job Title Research Coordinator

Job ID 55615

Location Victoria Hospital

Full/Part Time Casual

Regular/Temporary Temporary

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Posting Period

Open: November 4, 2016

Deadline: November 17, 2016

Non-Union

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

Department Name

Lawson Health Research Institute - Department of Mental Health Nursing

The Research Coordinator will assist with the coordination of day-to-day activities in the department and contribute to the organization and implementation of various project initiatives. Responsibilities include, but are not limited to, the management of budgetary distribution, invoice preparation, general office duties and administrative support.

The Research Coordinator is also responsible for ensuring collected data is accurate and properly secured. Preparation in updating CIHR CVs, research proposals, research ethics board applications and revisions, grant applications, manuscripts and submission of project abstracts is also required. Other responsibilities include coordinating meetings, preparing agendas, recording and distributing minutes, arranging room bookings and catering, and ensuring staffing support.

Rate of Pay: To commensurate with experience

Hours of Work: Up to 37.5 hours per week

Duration of Contract: 1 year

Qualifications

- Successful completion of a Bachelor's Degree in a health related field
- Proficient with computer skills and applications including Microsoft Word, Excel, data entry systems
- Previous experience in Adult education and clinical skills in the area of general and psychiatric nursing theory and practice would be an asset
- Demonstrated interviewing skills, and previous experience using clinical evaluation instruments
- Excellent interpersonal and communication skills (both verbal and written)
- Demonstrated excellent organization and time management skills
- Demonstrated flexibility and adaptability to a changing work environment
- Demonstrated ability to collaborate, develop and maintain effective relationships within healthcare teams
- Ability to work independently with minimal supervision
- Demonstrated attention to detail and accuracy when completing tasks
- 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.