**JOB TITLE**  
**Student Kinesiologist**

**COMPANY NAME**

**CONTACT NAME**

**CONTACT INFO**

**COMPANY PROFILE**
Established in 1986 as the province’s first private-practice occupational therapy company, OT Consulting offers services designed to enhance individual and organizational productivity for people who have experienced musculo-skeletal, neurological or traumatic injuries, illness and disability. For more than 20 years, we have been committed to assisting thousands of individuals to return to work and/or to a productive lifestyle through prevention, assessment and treatment.

We provide services to the legal profession, the public health community, Workers’ Compensation Board (W.C.B.), Insurance Corporation of B.C. (I.C.B.C), unions, private long-term disability insurance carriers, government, business, and industry

**POSITION OVERVIEW**
We are currently looking to add to our team of professionals in our Occupational Rehabilitation Program. The successful Kinesiology Co-op student will be responsible for performing kinesiology assessments, program planning, intervention, consultation, education, discharge planning, and program evaluation using recognized kinesiology techniques and practices.

**QUALIFICATIONS AND EXPERIENCE**
Must be 3rd year student and have the following courses:
KIN 205, 305, 306, 326

The employer appreciates brief cover letters.

The successful candidate will have to submit a clear criminal record check working with children or vulnerable adults.

**NUMBER OF POSITIONS**  1
**WORK TERMS**  2
**PAY SCALE**  $13.00/hr - $15.00/hr
**HOURS/WEEK**  Around 24-30 hours per week
Orthopedic Research Assistant

UBC Department of Orthopedics
Division of Pediatric Orthopedic Surgery

Research Manager

The Research Assistant will be qualified for a position in Spine Deformity Orthopedic Research. He/she will be responsible for providing research support to the Orthopedic Research division with the primary responsibility of managing specific spine deformity research as part of a multi-center study. Duties will include screening patients against specific eligibility criteria, subject recruitment in a busy clinic setting, data entry, regular summary reports, the submission of ethics applications, revisions and other regulatory documents, as well as collaborative work with the local research team and regulatory center.

RESPONSIBILITIES

• Follow protocol developed by Orthopedic Research Team for proper capture of relevant protocol data via chart review and appropriate prospective data collection forms.
• Enter data into existing site-specific and multi-center study database.
• Request and pick-up x-rays and charts as needed.
• Assist in completion and documentation of subject history & physical examinations.
• Sort x-rays for measurement and upload.
• Perform weekly, monthly and quarterly data summaries.
• Ensure adequate patient follow-up for research subjects by tracking patients and flagging delinquent patients.
• Maintain database for Q/A purposes.

QUALIFICATIONS AND EXPERIENCE

Decision Making: Consults with Research Manager when making decisions on issues previously not encountered, which may affect a particular study or the division.

Leadership: This position requires professionalism. Must examine every part of one’s own work to ensure appropriateness, accuracy and professionalism. The goal is to display a helpful, positive, productive and cohesive research team.

Business Relationships/Communication: Works collaboratively, professionally and courteously with staff, other departments, physicians and others, and presents self in a helpful, professional manner at all times and brings concerns to the attention of the Research Manager when encountering difficulties.

Education
• Preferably Bachelor’s degree (in progress) in kinesiology or relevant health discipline including a year each of anatomy and human physiology with proven academic achievement.

Work Experience
• Clinical research environment is an asset (pediatric orthopaedic work experience is preferred)
• Other relevant clinical experience an asset
**Technical Skills**
- Strong knowledge of general research practices
- Comprehensive knowledge of relevant computer skills including Word, Excel, PowerPoint, Reference Manager
- Knowledge of basic anatomy and physiology
- Good communication skills, both written and oral
- Proficiency with database & spreadsheet software
- Strong capacities for self-motivated, independent learning

**Mental Demands**
- Demonstrates knowledge and ability to collect appropriate data/clinical information.
- Utilizes appropriate data/clinical information in daily activities.
- Maintains confidentiality of data/clinical information.
- Communicates/documents information in a timely and effective manner.
- Participates effectively as a team member.
- Demonstrates initiative, good judgment, and organization.
- Demonstrates appropriate work attendance and punctuality.
- Ability to work both independently and as a collaborative team-member

**NUMBER OF POSITIONS** 1

**WORK TERMS**

**PAY SCALE** Minimum wage to $13.00 per hour plus 7.5% in lieu of benefits

**HOURS/WEEK**
JOB TITLE
Research and Evaluation Assistant

COMPANY NAME

REPORTS TO Research Manager

CONTACT NAME

POSITION OVERVIEW
Under the direction of the Manager, Seniors Falls & Injury Prevention, the co-op student will assist in the
development of resources, tools and methods for performing program and intervention effectiveness and the
development of evidenced-based educational material related to Seniors Falls & Injury Prevention. The co-op
student will also attend the Fall Prevention Mobile Clinics and perform the Kinesiology tests with the senior
participants. The student will also be responsible for scheduling participants for the clinic and performing adminis-
trative tasks associated with the clinic. As well, the co-op student will also be responsible for the collection,
aggregation, and reporting (graphs and figures) of summary statistics from multiple large databases.

RESPONSIBILITIES

1. Perform program evaluations for Falls Prevention initiatives and interventions by:
   • Assisting in the collection of research and evaluation data
   • Entering and analyzing data in MS Excel
2. Perform educational duties, including:
   • Assisting in the development of educational material
   • Attending health fairs and community events to set-up information displays
3. Perform administrative duties, including:
   • Preparation of documentation (survey instruments, reports, communication materials)
   • Scheduling clinic participants and referrals
   • Managing the referral database
   • Other related duties
4. Perform clinic assessments:
   • Complete the falls risk Kinesiology assessments during the Falls Prevention Mobile Clinics

QUALIFICATIONS AND EXPERIENCE

• Third or Fourth year SFU Biomedical Physiology and Kinesiology Student
• Prior research experience
• Good organizational skills
• Good writing and communication skills
• Ability to use Microsoft Excel, Word, and other computer programs as required
• Completion of STAT 201 or BPK 304 is recommended
• Experience working with seniors is an asset

NOTE: The student will need a valid BC Driver’s license and access to a vehicle (they will have to go to other
sites around [Company Name] on pre-determined days)

NUMBER OF POSITIONS 1
WORK TERMS 2
PAY SCALE $17.54 (includes statutory holiday & vacation pay)