<https://www.hr.ubc.ca/careers-postings/staff-s.php>

Job Posting

Job ID: 34828 (Repost)

Location: Vancouver - Hospital Site

Employment Group: Technicians & Research Assists

Job Category: Non Union Research/Technical

Classification Title: Research Asst/Tech 2

Business Title: Research Asst/Tech 2

VP/Faculty: Faculty of Medicine

Department: Popultn&PublicHealth,Schoolof

Salary Range: $42,713.00 (minimum) - $46,805.00 (midpoint) - $50,899.00 (maximum)

Full/Part Time: Full-Time

Desired Start Date: 2019/08/19

Job End Date: 2020/08/30

Possibility of Extension: Yes

Funding Type: Grant Funded

Closing Date: 2019/08/25

Available Openings: 1

Guiding principle: "Midpoint" of the hiring salary range means the individual possesses full job knowledge, qualifications and experience.

Job Summary

Working with the research team, the Research Assistant (RA) will perform a variety of research activities in a research environment focused on human papillomavirus (HPV) related diseases, STIs, and emerging health system priorities in cervical cancer prevention. Duties include: consenting participants, data collection in various settings, data entry, review of research data collection protocols; assisting in preparation of various project documents and procedures, presentations and literature reviews, basic statistical analyses and visit to research sites as needed.

The RA will work under the supervision of the Program Manager and Principal Investigator and will work with other members of the HPV Related Diseases Research Team.

Organizational Status

This position is located at the Women's Health Research Institute at BC Women's Hospital and at BC Cancer and will work under the supervision of Dr. Gina Ogilvie, PI and Professor at the School of Population and Public Health (SPPH), and the Global Control HPV Related Diseases Research Program Manager.

Housed within the Faculty of Medicine, SPPH is an innovative unit that encompasses many of the health-related groupings at UBC as a collaborative venture. The School is structured around four divisions: Occupational and Environmental Health; Health Services and Policy; Epidemiology, Biostatistics and Public Health Practice; and Health in Populations. The resulting mix of professions and disciplines is seen as a means of connecting individuals and learners to galvanize the relationship between health research, public health and health services and to enhance learning.

Work Performed

- Assists with creation and writing of various study documents and management of documents through the UBC REB processes.

- Consents participants, and administers other forms and surveys to trial participants according to protocol.

- Assists with routine tasks and performs data collection.

- Maintains and participates in the creation of research related records and databases, entering data according to established protocols in a timely manner. Simple audits of documents and databases as needed.

- Liaises with internal and external study stakeholders as required (interagency, family practice clinics etc.).

- Performs basic literature research, such as, searching for articles on-line or in the library.

- Performs basic statistical analyses according to established protocols.

- Participates in research site visits (off campus), teleconference meetings, and onsite meetings as needed.

- Notifies the Research Manager or PI of actual or potential issues related to the various studies and assists with the development of reconciliation processes as needed.

- Carries out any other related duties as required in keeping with the qualifications and requirements of positions in this classification.

Supervision Received

The Research Assistant will be supervised by the Research Program Manager and the Principal Investigator. The RA will refer to the Program Manager for issues or queries for guidance.

Supervision Given

None.

Consequence of Error/Judgement

The RA will be expected to work within well-defined guidelines and protocols, but is expected to exercise judgment in setting priorities and completing tasks. Errors made could influence the timely completion of work and compromise the quality of the research project, impacting the credibility of the research team.

This position is responsible for access, collection, use and disclosure of personal information in accordance with the BC Freedom of Information and Protection of Privacy Act (RSBC 1996) and other UBC privacy and security policies. This position requires employees to work under strict confidentiality requirements, and internal procedures and policies to protect personal information must be followed.

Qualifications

High School graduation. Master's degree in the health or social sciences, preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Experience in data collection for quantitative research an asset. Ability to communicate effectively verbally and in writing. Ability to effectively manage multiple tasks and prioritize work to meet deadlines. Interpersonal, organizational skills and attention to detail are mandatory. Ability to work effectively independently and in a team environment. Must have a strong work ethic. Working knowledge of computer applications for word processing and spreadsheets, as well as Internet browsers and email applications.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.