RESEARCH ASSISTANT/ ASSOCIATE  
Part time  
Centre for Applied Research in Mental Health and Addiction

JOB DESCRIPTION

About CARMHA

The Centre for Applied Research in Mental Health and Addiction (CARMHA) is an internationally recognized research centre conducting innovative and interdisciplinary scientific research related to mental health and substance use, primarily in the areas of clinical or other intervention practice, health systems and population health and epidemiology.

CARMHA’s primary mission is to conduct research, generate evidence, and translate knowledge into policy and practice that is innovative, relevant and effective in preventing and reducing the burden of disease related to mental health and substance use.

Role

The Research Assistant (RA) will primarily perform research-related activities within the scope of two global mental health projects: 1) Mental Health in Adults and Children – Frugal Innovations (MAC-FI) and 2) Implementation Research to Improve Scale-Up of Depression Services in Vietnam (IRIS-DSV). Both projects aim to improve depression services in Vietnam.

The RA is expected to produce written project outputs, such as reports, literature reviews, and quantitative and qualitative data gathering and analysis, with support and direction from the Research Director and Principal Investigator (PI). The RA will coordinate and provide logistical support for meetings convened for research activities, both in Vancouver and abroad. The RA will assist the research team in the ongoing implementation and execution of the research project, in alignment with the goals, objectives, and timelines.

The RA will also support ongoing global mental health and other public health-related research activities in Vietnam and additional countries, including developing proposals, submitting grant applications, drafting ethics applications, and coordinating international team meetings. Involvement will be at the discretion of the Principal Investigator.

The RA will report directly to the Research Director and the Principal Investigator.

Position Type

- Part time, 12-month contract, with possibility of extension. The anticipated start date of this position is September 4th, 2018.

Key Responsibilities

- Prepare literature reviews
- Prepare data collection tools (i.e., qualitative interview guides, data abstraction templates, etc.)
- Provide support for quantitative and qualitative research efforts, including interviews and knowledge dissemination meetings
- Attend project meetings and assist with producing meeting material (e.g., agenda, minutes)
• Assist with the preparation of reports and presentations, including materials for publication
• Support grant applications
• Provide administrative and logistical support to the PI, Research Director, and other members of the project team as needed
• Handle and protect confidential data
• Maintain and oversee databases (e.g., in SFU Vault) from research projects
• Execute tasks assigned by the project team
• Work with other team members to ensure deliverables adhere to project timelines
• Perform other duties as required

Qualifications

• Excellent working knowledge of Microsoft Office (Word, Excel, PowerPoint), as well as reference management software (e.g., Mendeley)
• Excellent written and verbal communication skills in English, including report writing and publication/presentation of research activities and results to diverse stakeholders
• Strong editorial capacity and experience with report formatting (style, presentation, etc.,)
• Applied experience of qualitative and quantitative research methods
• Excellent interpersonal, time management, problem solving, and organizational skills
• Proven ability to work effectively independently and as part of a multi-disciplinary team
• Strong ability to communicate with team members to ensure streamlined execution of research deliverables
• Experience working with and for marginalized communities, and/or global public health an asset
• Applied knowledge of mental health and addictions research and policy an asset

Education and Experience

• Master’s degree in a related field, or you have completed your Bachelor’s degree in a related field and have a minimum of two years of related experience

Additional Information

• Appointment salary and classification dependent on qualifications of candidate
• Location: SFU Harbour Centre Campus, Vancouver

How to Apply

Please send your CV and a one-page cover letter to Leena Chau (leena_chau@sfu.ca).

Applications will be received until 5pm on Monday, August 20th, 2018. Successful candidates will be contacted and invited for an interview.

We look forward to receiving your application!