

**Job Title:** Research Assistant

**Department:** UBC Centre for Disease Control; Analytics for Public Health

**Location:** BC Centre for Disease Control

**Job End Date:** Dec 31, 2024

This position is located within BC Centre for Disease Control, and, therefore, requires successful verification of full vaccination against COVID-19 provided prior to the start date, as required by the provincial health mandate.

### **Job Summary**

The Research Assistant will provide support to a research project that examines the social determinants of health associated with long COVID in British Columbia. The incumbent will be involved in a wide range of research activities including literature searches, coordination of activities with partners and stakeholder groups, data management and analysis, and knowledge translation.

### **Work Performed**

- Assists in the writing and preparation of scientific manuscripts.
- Conducts literature review
- Coordinates meetings, data collection, data management and data analysis.
- Professionally engage and communicates with team members and partner community groups.
- Identifies issues with project and suggests solutions
- Develops timelines to ensure tasks are completed on time, reports on progress, and troubleshoots to ensure deadlines are met.
- May be asked to participate in other ongoing studies.
- Any other duties as required.

### **Consequence of Error/Judgment**

Due to the sensitive nature of the work carried out, this individual must understand and exemplify the ethics of confidentiality, sensitivity, and respect when communicating all study information. The Research Assistant must be exceptionally detail-orientated and organized and able to follow detailed instructions. They must be able to prioritize tasks to ensure that time-sensitive duties are completed in priority. This person must also be self-directed, able to excel in a team environment, know personal limitations and take initiative to ask for assistance when needed.

### **Qualifications**

- PhD/MSc/Master of Public Health candidates preferred
- Experience in SAS, R, or any statistical software is an asset
- Excellent oral and written communications skills.

### **Knowledge, Skills, & Abilities:**

- Excellent oral and written communications skills.
- Ability to exercise appropriate tact, discretion and confidentiality in all matters.
- Ability to maintain accuracy and attention to detail.
- Ability to prioritize and work effectively under pressure to meet deadlines.
- Ability to work effectively independently and in a team environment.
- Ability to deal with a diversity of people in a courteous and effective manner.
- Ability to effectively use computer software, such as MS Word and MS Excel.
- Ability to learn new software, research methods, and work routines.

Interested applicants should send a resume to:

Georgine Cua

Research Coordinator

Analytics for Public Health

Email: [analytics.ph@ubc.ca](mailto:analytics.ph@ubc.ca)