

Job Title: Research Assistant

Department: Janjua Research Team, School of Population and Public Health, Faculty of Medicine

Hours required per week: 12 hours

Compensation: \$23.24-\$27.70 CAD per hour

Job End Date: April 2023

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 with partners and stakeholder groups, data management and knowledge translation.

The Research Assistant will receive training from Research Scientist and will perform assigned tasks independently after initial training.

Work Performed

- Assists in the writing and preparation of scientific manuscripts.
- Conducts literature reviews.
- Coordinates meetings, data collection and data management.
- 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

The incumbent should be able to conduct all research activities in an ethical manner suited to the proper activities of the BCCDC and UBC. The Research Assistant is expected to use excellent judgement to inform the Principal Investigator and Research Scientist about any issues that could impact the study. Data collected and recorded as part of this study are highly confidential and must be handled with the utmost discretion. Inappropriate release of confidential information on study participants may have adverse legal implications.

Qualifications

Education: Master of Public Health or other graduate degree preferred.

Experience: None required.

Knowledge, Skills, & Abilities:

- Excellent writing skills.
- Ability to exercise appropriate tact, discretion and confidentiality in all matters.
- Ability to prioritize and work effectively under pressure to meet deadlines.
- Ability to maintain accuracy and attention to detail.
- Ability to communicate effectively verbally and in writing.
- 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:

Mawuena Binka,

Research Scientist,

Janjua Research Team,

BC Centre for Disease Control

Email: mawuena.binka@bccdc.ca