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| **Job Title:** | Research Assistant(Recurring Part-Time) with Dr. Shahirose Premji, School of Nursing, Faculty of Health, York University |
| **Date:** | 21/01/2019 |
| **Deadline for Application:** | Until position filled |
| **Submit Application to:** | premjis@yorku.ca |
| **Application package:** | Curriculum Vitae, cover letter, and reference letter |
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**Primary Purpose of the Position:** *(Key purpose, functions, and roles):*   
The primary purpose of the position is to assist with several research projects including

* Psychosocial distress during pregnancy and pathways to preterm birth: building evidence in LMIC to guide targeted psychosocial interventions
* Screening and management of perinatal depression within primary care

Key research assistant functions include, but are not limited to, the start-up and continued efficient running of these projects. This includes scheduling, facilitating and organizing meetings with relevant stakeholders, performing preparatory work including coordinating ethics approval for the participating sites, liaising with the sites, assist the Co-Leads and Collaborators, as necessary. Organizing national and international meetings (including arranging team meetings, teleconferences and webinars), coordinating travel, accommodation, visa, etc., and finally reporting to Dr. Premji.

The incumbent will liaise with Dr. Premji, team members, and various stakeholders to assist with preparation of proposals, data analysis (quantitative and qualitative), manuscripts, presentations, and other communication and knowledge translation materials.   
  **Nature of the Work:** *(To whom position reports, complexity and amount of work/peak periods, other conditions: e.g. shift work, callout dangerous or stressful conditions etc.):* This recurring part-time position reports directly to Dr. Shahirose S. Premji, Associate Professor, Faculty of Health, School of Nursing at York University.  
  
The workdays will vary with job stressors being moderate and include deadlines and attention to detail. The Research Assistant will be required to work Monday to Friday, up to 20 hours per week. Workdays may vary in length depending on workload. The work environment requires time spent writing (eg, ethics applications, proposals, reports, manuscripts), analyzing data (eg, interviews and focus groups, quantitative), at a computer (eg, literature searches), on Skype/WhatsApp for team meetings, and coordinating activities (meetings, travels) of an international team.  
  
The position requires independent judgment and decision-making in day-to-day operations including developing and controlling deadlines, and activities. The incumbent will work through the methodology of the research project(s) when required, such as ethics application, literature reviews, data collection, analysis, and writing for dissemination. This position also requires independently knowing where to look for information, and contributing to discussions about solutions to complex problems in a team setting. Fully accountable for tasks within the scope of the role and designated responsibilities.

The work requires a high degree of accuracy, and the ability to re-prioritize tasks in order to meet deadlines. The incumbent must also be able to work with diverse team members with varying levels of experience to ensure equitable involvement and learning throughout the research processes.

**Qualifications/Expertise Required:**

* Graduate degree (Masters), preferably in Nursing, Public Health, Epidemiology, Sociology, and Psychology or related discipline and project management certificate preferred
* Proven experience as research assistant with minimum 2-3 years’ experience in a research environment
* Outstanding organizational skills, problem-solving ability, and leadership skills
* Strong communication skills, both verbal and written
* Experience managing relationships with various stakeholders
* Knowledge of research project life cycle
* Proficient with computer systems, especially Microsoft Office Suite, Excel
* Proficient with qualitative and quantitative data analysis, data entry into, and analyses with SPSS and NVivo
* Ability to work well under pressure, multitask, time manage and re-prioritize tasks

**Accountabilities/Tasks and Duties:** *(Results and outcomes expected when roles are carried out successfully, with supporting details on how results are accomplished):*

* Administrative duties applicable to project
* Coordinate the timely preparation of submissions to the Research Ethics Board, including annual and final reports
* Excellent problem-solving and critical thinking skills
* Excellent interpersonal, written and oral communication skills
* Analytical reasoning skills and decision making skills
* Ability to adapt and be flexible in a changing environment
* Entry of expense reports for Dr. Premji
* Administrative duties related to hiring undergraduate
* Support research assistants to submit hours and expense claims, pay invoices
* Maintain competency in skills as required by identifying own learning needs and pursuing appropriate learning activities

**Research Coordination (30%)**

* Liaison between project stakeholders. For example, Maternal infant Global Health Team (collaborators in research), University of Calgary, Faculty of Nursing (e.g., Co-Lead Dr. Nicole Letourneau), Aga Khan University, and Aga Khan University – School of Nursing and Midwifery
* Liaise with Dr. Premji to clarify information, tasks, or deliverables
* Participate, provide ideas and engage in project meetings
* Troubleshoot project setups with participating sites
* Ensure project reaches stated goals in a timely fashion (manage the project milestones and timeline)
* Work collaboratively and interact respectfully and persuasively with others

**Research & Data Analysis (50%)**

* Be involved in all stages of projects including ethics, data collection, entry and cleaning, and analyses
* Conduct literature reviews, analysis of qualitative and quantitative data
* Write reports, manuscripts and presentations for stakeholders, participants, funding agency, etc.
* Participate in weekly team meetings
* Maintain accuracy when filing, sorting, checking and maintaining research records
* Compile, draft and maintain correspondence, spreadsheets, reports, and presentations
* Assist to maintain fidelity with protocols for the research project
* Assist with formatting and submitting journal articles

**Leadership (10%)**

* Be a contact point for coordinators, research team staff, and stakeholders
* Reconcile differing perspectives, develop consensus, and secure cooperation and support from stakeholders and team members

**Other (10%)**

* Complete assigned and scheduled tasks under own initiative with limited direct supervision
* Other duties as required

**University Policies and Procedures**

While you employed as a [insert employee group i.e. Research Assistant or Research Associate] you are required to abide by the University policies and procedures available on the York University website.