Job Title: Research Assistant (Recurring Part-Time) with Dr. Shahirose Premji, School of Nursing, Faculty of Health, York University

Date: 15/02/2019

Deadline for Application: Until position filled

Submit Application to: premjis@yorku.ca

Application package: Curriculum Vitae, cover letter, and reference letter

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
- Chronic stress and preterm birth: Psychosocial, biological, and behavioural perspectives

Key research assistant functions include, but are not limited to, data cleaning and management, and conducting complex analyses to answer research questions related to the above two studies. Other duties include completing critical appraisal of the literature and meta-analysis, and supporting preparation of proposals, manuscripts and reports, and finally reporting to Dr. Premji. The incumbent will liaise with Dr. Premji, and various team members to assist with data analysis, 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, Director and 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 analyzing data, at a computer (eg, literature searches), and on Skype/WhatsApp for team meetings with international team members.

The position requires independent judgment and decision-making and knowing where to look for information and contributing to discussions about solutions to complex analytic 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 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 mathematics and statistics with background in research methodology, epidemiology, and nursing, sociology, psychology or related discipline
- Proven experience as junior data analyst (strong data manipulation, management and analytic skills including general estimating equation (GEE) regression model, multivariable linear regression, risk estimating) with minimum 2-3 years’ experience in a research environment
- Proficient with SPSS, SAS, R, Excel and other data management tools
- Strong interest in statistical modeling of interactions, global health, and social determinants of health
- Proficient with computer systems, especially Microsoft Office Suite, Excel
- Self-directed and can work independently and with diverse team members
- Outstanding organizational skills, problem-solving ability, and leadership skills
- Strong communication skills, both verbal and written

Accountabilities/Tasks and Duties: (Results and outcomes expected when roles are carried out successfully, with supporting details on how results are accomplished):
- Responsible for integrity and quality of data analysis and commitment to accuracy with attention to detail
- 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
- Maintain competency in skills as required by identifying own learning needs and pursuing appropriate learning activities

Research & Data Analysis (80%)
- Be involved in various stages of projects including data cleaning, and analyses
- Analyze data using general estimating equation (GEE) regression model, multivariable linear regression, risk estimating, and other
- Conduct literature reviews, analysis of quantitative data
- Write reports, manuscripts and presentations for stakeholders, funding agency, etc.
- Participate in team meetings
- Assist with formatting and submitting journal articles

Leadership (10%)
- Be a contact point for research team staff, and stakeholders needing guidance with data cleaning and management, and data analysis

Other (10%)
- Complete assigned tasks under own initiative with limited direct supervision
- Other duties as required
University Policies and Procedures
While you employed as a Research Assistant you are required to abide by the University policies and procedures available on the York University website.