



Planification, Programming and Research Agent FEIL/OBERFELD/CRIR–JRH Research Centre

POSITION SUMMARY:

The CRIR–Jewish Rehabilitation Hospital of the CISSS de Laval, is seeking a motivated individual to work with the Site Director of Research in the capacity of research coordinator and executive assistant. Under the direction of the Site Director, the incumbent provides administrative support, assists in the planning and execution of research projects, acts as a resource person for procedures and training seminars, supports the Site Director by crafting communications, providing scheduling support, organizing meetings and liaising with key stakeholders and research partners.

GENERAL DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Conducting needs assessments for various activities intended to advance the mission of the research centre.
- Helping to organize/support research seminars and journal club meetings.
- Facilitating the recruitment of new researchers and personnel and supporting their establishment.
- Reviewing and revising orientation documents for trainees (e.g. summer students).
- Giving research presentation in early May to professional M.Sc. students engaging in summer research projects.
- Assisting with the planning and delivery of students' professional master's presentations.
- Preparing reports of centre activities as needed.
- Preparing documents and /or reports for meetings with the Hospital Foundation, and the various CISSS Laval committees (e.g. Comité Scientifique) that the Director must attend.
- Work on manuscripts to be submitted for publication, including reviewing, revising and formatting papers, and preparing submission documents.
- Coordinate grant applications, including, updating the Canadian Common CV, populating the information on online submission platforms, preparing budgets, and conducting literature reviews.
- Contribute to dissemination activities, which involves helping with the submission of conference abstracts, preparing scientific posters and presentations.

REQUIREMENTS:

- Graduate degree in health or biopsychosocial fields; a degree in rehabilitation would be an asset;
- Experience in the health sector;
- Familiarity with research and research environments;
- Demonstrated superior ability in writing and communication skills;
- Fluent in French and English, spoken and written.

RECOMMENDED PROFILE

- Ability to communicate and interact effectively with a variety of individuals and organizations;
- Superior computer skills including a good knowledge of word processing and database applications (Word, Excel, PowerPoint, EndNote);
- Ability to contribute to a team in an environment with multiple priorities;
- Good organization and problem-solving skills;
- Autonomy;
- Self-motivated and able to prioritize and multi-task under tight deadlines.

WORKING CONDITIONS:

Status: Full-time, temporary contract renewable annually

Pay Scale: Commensurate with experience and qualifications; salary scale between 25,25\$ and 45,22\$

Work Shift: Monday to Friday from 9 a.m. to 5 p.m.,

Work Site: CRIR–Jewish Rehabilitation Hospital, 3205 Place Alton-Goldbloom, Laval, QC H7V 1R2

POSTING PERIOD:

From 20/06/2019 to 12/07/2019

DATE AVAILABLE: Immediately

Please submit résumé and cover letter (mandatory) addressed to:

Dr. Aliko Thomas. aliki.thomas@mcgill.ca with subject: JRH - Assistant to Site Director-Application

THIS IS NOT A HOSPITAL POSITION.

This job offer is conditional upon the obtainment of a valid work permit.

NOTE: The masculine gender has been used for brevity and includes the feminine gender.