

**CALL FOR APPLICATIONS
RESEARCH ASSISTANT/LAB MANAGER**

**Centre for Interdisciplinary Research in Rehabilitation of Greater Montreal
*Institut universitaire sur la réadaptation en déficience physique de Montréal***

Job title: Research assistant/lab manager

Workplace: *Institut universitaire sur la réadaptation en déficience physique de Montréal*
Lindsay Pavilion
Address: 6363, Hudson Road, Montréal (Québec) H3S 1M9

Status: Part-time temporary
14 to 21 hours/week (flexible schedule)
12-month contract (with the possibility of extension)

Salary: According to the current rates of the establishment; to be determined by the candidate's experience and level of education

Start: The position is available now, however the start-date is flexible according to the selected candidate

Job description:

The selected candidate will support the research program of Dr Sabrina Cavallo, researcher at the CRIR–*Institut universitaire sur la réadaptation en déficience physique de Montréal* (IURDPM), which focuses primarily on adolescents, young people and adults living with chronic disease and pain, specifically those transitioning from pediatric to adult health care services. Dr Cavallo's research advocates for and evaluates innovative rehabilitation interventions that favour disease-self-management, promote physical and leisure activities, as well as facilitate social participation and inclusion for these clientele.

Main responsibilities:

- Managing research activities:
 - Prepare and submit all necessary documents needed for certification by research ethics committees at different recruitment sites
 - Support lab research activities: Contribute to recruiting participants; ensure management of documents and other materials needed for data collection; as well as ensure/contribute to data collection (qualitative and quantitative)
 - Organize project documentation of research projects
 - Organise and lead group discussions, and interviews with participants
 - Participate in the coding and thematic analysis of qualitative data
 - Create data files in SPSS, Excel and/or Access for data collation for statistical analysis
 - Participate in literature reviews
 - Help with the orientation of new summer and graduate students to the lab

- Administrative support:
 - Contribute to preparing funding grant applications
 - Complete electronic bibliographic searches
 - Periodically update a roster of funding opportunities for future projects
 - Coordinate meetings with project partners and ensure follow-up
 - Prepare brief minutes following for research team meetings
 - Manage the list of project-partners
- Knowledge translation:
 - Collaborate in preparing and writing-up scientific abstracts and manuscripts, by completing electronic bibliographic searches and preparing result tables

Minimal qualification requirements:

- Hold a university degree in occupational therapy, physiotherapy, kinesiology, psychology, social work, public health or another relevant field of health and social sciences
- Have excellent communication skills, verbal and written in English and in French
- Have basic knowledge of text-management (EndNote, Excel, Word, Pdf)
- Have a marked interest for interventions in rehabilitation, physical activity and leisure
- Have work experience with young people and adults
- Have previous experience in research
- Able to work independently and as part of a team
- Flexible to meet potential participants in the study

Additional assets:

- Have a university degree in the field of rehabilitation, kinesiology or physical activity sciences
- Have a good working knowledge of the following softwares: SPSS, SAS or Stata; NVivo ou QDAMiner
- Have basic knowledge in creating Web and social media-based pages
- Have previous clinical research experience with young people and adults living with chronic disease, pain, physical or functional disability
- Have research experience in the following areas: physical activity, leisure or rehabilitation
- Have experience in preparing scientific posters and power point presentations, as well as with electronic bibliographic searches and scientific writing (e.g., manuscripts, end of grant reports, grant applications)

To submit your application:

Interested candidates are invited to submit their CV and cover letter to **Sabrina Cavallo, OT, Ph.D.**, sabrina.cavallo@umontreal.ca.

Assistant professor

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Emerging researcher

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