

Research Coordinator – Temporary Full Time

HOPE Research Centre, Sunnybrook Research Institute (SRI)

Location: Toronto, Ontario, Canada | Campus Site: Bayview (2075 Bayview Avenue)

Position Type: Temporary full-time (1.0 FTE) | Hours of Work: 37.5 hours per week

The HOPE Research Centre (www.hoperesearch.com), affiliated with SRI, is looking for a qualified, reliable, and motivated individual to work as a Research Assistant/Coordinator. The individual will be part of a specialized research team, assisting with all phases of current and upcoming studies in various disease areas, with a focus in oncology. HOPE collaborates with both public and private sector organizations. In addition to the key responsibilities listed below, the future HOPE team member needs to have excellent communication skills, the ability to multitask and solve problems independently.

1) Key Responsibilities

- Work in collaboration with study investigators and team throughout the entire duration of various research studies to ensure smooth and successful study conduct
- Contribute to the development, maintenance and updating of important study documentation such as proposals, Research Ethics Board applications (including amendments and renewals), research protocols, data analytical plans etc., in accordance with standard operating procedures.
- Critically appraise and synthesize relevant scientific and clinical literature via background summaries.
- Coordinate and actively participate in study-related meetings (e.g., sending of meeting invites, setting agendas, providing constructive feedback and managing documentation).
- Manage patient-forward studies including obtaining consent, recruitment and conducting interviews.
- Develop publications through medical writing, including detailed scientific reports, abstracts, poster presentations, and comprehensive manuscripts for peer-reviewed journal submissions.
- Provide support to the HOPE manager and administrator with quarterly/annual reporting, other administrative/financial duties, supervision/training/orientation of new staff.

2) Preferred Qualifications

- BSc or higher in health-related discipline (a Masters is preferred).
- Two to five years experience in a scientific research setting; demonstrated experience coordinating research studies.
- Experience with administrative databases and other real-world evidence studies is preferred.
- Strong verbal and written communication skills, including medical writing.
- Excellent time management and interpersonal skills with respect to engaging with team members.
- Motivated individual with strong decision-making, strategic and innovative thinking capabilities.

Salary: Commensurate with experience

Application Instructions: Please send a cover letter and curriculum vitae in one PDF document to the HOPE Manager (soojin.seung@sunnybrook.ca) before **5PM EST on FRIDAY, JUNE 30, 2023**.

We thank all applicants for their interest but only candidates short-listed for interview will be contacted.

Sunnybrook Research Institute is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter. Sunnybrook Research Institute is strongly committed to inclusion and diversity within its community and welcomes all applicants including but not limited to: visible minorities, all religions and ethnicities, persons with disabilities, LGBTQ persons, and all others who may contribute to the further diversification of ideas.

Please be advised that in order to be eligible for employment at Sunnybrook, all new hires must have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); **AND** have received the final dose of the COVID-19 vaccine at least 14 days ago. Medical exemptions or any other kind of requested exemption based upon the Hospital's obligations pursuant to the Ontario Human Rights Code will be considered on a case-by-case basis.