

Job Description Posting

(For Positions in CAW Local 555, Unit 1)

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The content of the Job Description Posting is set and is aligned with the Job Description. The Hiring Manager may add a brief description of the work unit or project, assets, and any additional information that is important for the applicants to know. A Recruit and Position Form and an electronic copy of the Job Description Posting must be submitted to the appropriate Human Resources Office to post a vacancy.

JD/TJD #	JD00598
Pay Grade:	7
Title:	Research Assistant
Unit/Project Description: <i>For Department use only.</i>	<p>Job Title: RESEARCH ASSISTANT (Limited Term 2 Years) Location: McMaster University HSC- Central Campus Salary Range: \$24.08 - \$33.91 (hourly)</p> <p>This role provides the unique opportunity to work with Dr. Bernice Downey, lead of the new Indigenous Health Initiative for the Faculty of Health Science at McMaster University. The primary goal of this research program is to understand more about Indigenous women at risk of or living with cardiovascular disease and stroke (CVD/s).</p> <p>Core components of this program include: understanding how Indigenous knowledge can assist with the self-management of CVD/s and well-being of Indigenous women; b) Educating healthcare practitioners in the provision of culturally safe care when working with Indigenous women with CVD/s; c) Engage in educational health and well-being workshops with young women to help prevent CVD/s; d) Collaboration with community members both within the territory and urban settings, who will be invited to share in decision-making and ownership of this research.</p>
Job Summary:	Responsible for organizing and administering one or more research projects within required deadlines under the direction of a Principal Investigator or project leader.
Purpose and Key Functions:	<ul style="list-style-type: none"> • Oversee the collection, entry, verification, management, analysis, and reporting of data. • Use statistical software to analyze data and interpret results. • Design and maintain databases, data collection forms, error checking methods and related programs for efficient collection, analysis, and reporting. • Modify and reconfigure databases to ensure the optimal storage of data and minimize data entry complexities. • Troubleshoot moderately complex computer problems. • Write data management and operations documentation for the project. • Liaise between the project centre and remote project sites and personnel. • Conduct structured project participant interviews. • Ensure that the relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures. • Participate in the development of promotional strategies and related materials to encourage participation and support for research projects. • Develop presentations and present information and training sessions to project personnel and project participants.

of respect, collaboration and diversity, and has a strong commitment to employment equity. The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. The University seeks qualified candidates who share our commitment to equity, diversity and inclusion. While all qualified candidates are invited to apply, we particularly welcome applications from women, persons with disabilities, First Nations, Métis and Inuit peoples, members of visible minorities, and LGBTQ+ persons. Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Service Centre at 905-525-9140 ext. 222-HR (22247) or the Faculty of Health Sciences Human Resources office at ext. 22207 to communicate accommodation needs.

We would like to invite you to visit our Careers' site to complete your application.

DIRECTIONS:

1. Select the link to access our careers site.
2. Sign In to access your account or if you are not an existing user select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.

https://careers.mcmaster.ca/psp/preprd/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBP_ST&Action=U&SiteId=1001&FOCUS=Applicant&JobOpeningId=22360&PostingSeq=1

Close Date 10/13/2018

Since the job opening closes Saturday, October 13th, we would greatly appreciate it if we could have this posted as soon as possible.

Thank you for your kind assistance. Please let me know if you have any questions.

Regards,
Melinda

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