



PART-TIME (2 days a week) RESEARCH ASSISTANT

Arthritis Research Canada (ARC) is an independent, not for profit charitable organization that is home to Canada's largest and most successful clinical research centre. Since its creation in 1999, the Centre has earned international attention and recognition. The mission of the centre is driven by the vision of its Board of Directors, Research Scientists and staff members who are focussed on research related to prevention and early diagnosis for the treatment of arthritis.

We are seeking a part-time, (2 days a week) Research Assistant with strong writing skills to assist with arthritis research projects.

Consider joining our committed team of staff and being part of an innovative, inclusive and rewarding workplace.

Responsibilities will include (but are not exclusive to):

- Coordinating research studies including database management.
- Responsible for preparing ethics submissions, amendments and renewals.
- Effectively organize and manage regulatory documentation.
- Effectively communicate and collaborate with investigators, study sponsors, health authorities, research ethics board, and medical staff in order to efficiently coordinate study procedures.
- Effectively communicate with potential study participants and obtain informed consent.
- Recruits, screens, schedules and coordinates appointments for research participants.
- Administers questionnaires.
- Conducts data collection and entry for different projects.
- Maintains and checks research databases for accuracy and completeness.
- Maintains study patient records in an organized manner.
- Prepares documents, including correspondence and study summaries.
- Keep records and monitor project progress according to project plans.
- Reports on the status of projects and major issues.
- Performs other related duties as required.

Qualifications and skills include:

- Bachelor's degree in health sciences or a relevant field (Master's degree an asset, but not essential)
- Experience in participant recruitment/retention in clinical studies and data management
- Experience with research ethics boards
- Experience in data analysis an asset, but not essential
- Proficiency with MS Office, particularly Word, Excel and PowerPoint
- Excellent oral and written communication, organizational and problem solving skills
- Attention to detail, and superb ability to multitask, prioritize work and meet deadlines

If interested please send a cover letter and resume by July 7th, 2019 to:

Human Resources Dept. Job #1607
Arthritis Research Canada
5591 No. 3 Road
Richmond, BC V6X 2C7
FAX: 604-207-4059
Email: jobs@arthritisresearch.ca

No telephone calls please. We thank all candidates for their interest; however, only those selected for an interview will be contacted.