



## FULL-TIME 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 full-time, self-motivated Research Assistant with strong writing skills to assist with multiple arthritis research projects. ARC is located just 20 minutes via sky train from waterfront station in Vancouver to Lansdowne Centre in Richmond or less by car and we provide free parking.

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

Responsibilities include, but are not limited to:

- Study coordination and management across multiple studies
- Manage ethics applications and renewals
- Assist with the preparation of abstracts, posters, manuscripts, and grants
- Coordinate research team meetings and communications
- Scribing data collection forms at Vancouver General Hospital (includes travel between Richmond and VGH offices)\*Own vehicle an asset.
- Data entry and quality assurance using a validated data entry system
- Photocopying and collating study documents, and other filing/administrative tasks.

Qualifications and skills include:

- Bachelor's degree in health sciences or a relevant field (Master's degree an asset, but not essential)
- Experience in study/data management
- Proficiency with MS Office, particularly Word (e.g., tracking changes, comparing documents, and other editing features), Excel, and PowerPoint
- Experience in the use of various EDC systems (e.g., Medidata Rave, RedCap) an asset
- Excellent oral and written communication with a strong attention to detail
- Superb ability to multitask, prioritize work, and meet deadlines
- Strong organization skills
- Ability to work in a team environment and independently

Please send a cover letter, resume, and writing sample (maximum of 300 to 500 words) by Friday, June 7, 2019 to:

Human Resources Dept. Job 4044  
Arthritis Research Canada  
5591 No. 3 Road  
Richmond, BC V6X 2C7  
FAX: 604-207-4056  
Email: [jobs@arthritisresearch.ca](mailto:jobs@arthritisresearch.ca)

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