

Full-time Summer Student Position

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 2000, 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 summer student for an 8 week position. The candidate must be self-motivated and have the initiative and abilities to work independently. The successful candidate will receive training on an on-line database to assist us in determining which grant applications are available to us, sourcing the information needed for the application and finally populating the grants for on-line submission and tracking the applications.

ARC is located just 20 minutes via sky train from waterfront station in Vancouver to Lansdowne Centre in Richmond. If driving, parking is provided.

Responsibilities include, but are not limited to:

- Database resourcing of information
- Keeping record of grant submissions
- Sourcing information for submission
- Record updating

Qualifications and skills should include:

- Database experience an asset
- Microsoft Windows Suite
- Excellent verbal and writing skills
- Research and information sourcing

Rate of Pay:

This position is funded through the Canada Summer Jobs Program and the rate of pay is \$15.00/hr.

Start Date:

This position runs full-time for 8 weeks starting mid-June.

How to Apply:

Please send a cover letter and resume by **June 7, 2019** to jobs@arthritisresearch.ca

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