



Position Description - Research Assistant

Position Description	Research Fellow (1 year term or less)
Position purpose <p>Contributes to the coordination of research studies, ensuring compliance with ethics review board requirements and all related laws, regulations, policies, and guidelines. Provides day-to-day support and direct administrative oversight for research teams engaged in the execution of research protocols. Provides general or targeted oversight of specific research activities, and participates in the formulation and implementation of operating strategies and policies, protocols, systems, and procedures.</p>	
Main activities and responsibilities <p>The Research Assistant role within the CAMRT Research Fellowship Grant program is intended to support the hiring of MRT students and early-career MRTs in obtaining research experience.</p> <p>While a research assistant is expected to contribute in many ways to the research project, typical responsibilities may include the following:</p> <ul style="list-style-type: none">• Conduct literature reviews.• Collect and analyze data.• Prepare materials for submission to granting agencies, foundations, and other potential co-funders.• Prepare materials for ethics review board.• Prepare interview questions.• Recruit and/or interview subjects.• Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary, in accordance with all relevant institutional or ethics review board requirements.• Summarize interviews.• Provide access of all data to the research team.• Request or acquire equipment or supplies necessary for the project.• Manage and respond to project related email.• Prepare, maintain, and update website materials.• Attend project meetings.• Attend area seminars and other meetings as necessary.• Summarize project results.• Support the preparation of articles, reports, and presentations. <p>Other duties and responsibilities may be assigned by the research fellow and research team. Quarterly work requirements and schedules must be discussed with the research fellow to ensure that the work priorities can be accomplished in the expected work hours scheduled for the quarter. Concerns about any additional responsibilities should be discussed first with the research fellow and/or supervisor.</p>	

Additional Key Requirements:

Investigation, analysis, and research

- Strong analytical and research skills. This includes the ability to collect and assess information or data from a wide range of sources, identifying and synthesizing key points, and drawing conclusions.
- Good problem-solving skills and the ability to take initiative and think laterally and creatively.
- Strong attention to detail and accuracy when completing work.
- Upholds confidentiality requirements of research.

Planning and organising

- Excellent organisational skills as demonstrated by the ability to prioritise tasks and manage time to complete work according to agreed upon deadlines.
- A high degree of initiative, personal judgement, resourcefulness, flexibility, and self-motivation.
- Experience working to deadlines, with multiple stakeholders, and on multiple projects at any one time.
- Ability to adapt and respond to changing or last-minute tasks or projects.

Communication & collaboration/teamwork

- Strong verbal, written, and presentation skills. Ability to create and present detailed or complex work in a persuasive way through different mediums (e.g., visually, written, verbal), for different audiences. Ability to judge the appropriate level and format of information required for different purposes and different audiences.
- A high level of discretion when dealing with information of a confidential nature.
- Strong interpersonal skills and the ability to work effectively both in a team and independently.
- Personal independence and determination to succeed as an individual and as part of a team.

General

- Strong sense of professional integrity.
- Willingness to learn and develop new skills/research techniques.
- The ability to be adaptable and flexible when dealing with change and uncertainty.
- Interest in learning research methodologies and areas relating to MRT professional practice.