

Job Description

Position Title:	Education, Evaluation and Research Unit Research Assistant
Job ID#:	PKW-078
Department:	Education
Division:	Academic Family Medicine
Reports to:	Manager, Education, Evaluation and Research Unit
Direct reports:	None
Classification:	<input type="checkbox"/> Management <input checked="" type="checkbox"/> Support Staff
Job Family:	Professional/Knowledge Worker
Last reviewed:	November 26, 2019
Approved by:	Lorelei Nardi and Ivy Oandasani
Last evaluated:	November 27, 2019
Level:	3

Summary

The Research Assistant will be an integral member of the Education Evaluation and Research Unit (EERU) and will support the advancement of the CFPC Strategic Plan and build capacity in the Unit through various research activities.

Responsibilities

Essential Duties:

The Research Assistant will work closely with the EERU staff on the following tasks:

- Support the Family Medicine Longitudinal Survey (FMLS) administration process including liaison with university partners and development and maintenance of appropriate tools and documentation
- Data support for EERU data sets, with focus on the FMLS to include but not limited to:
 - Data collection, collation and cleaning of survey responses (e.g. in Survey Gizmo)
 - Assist with administration of survey processes
 - Development of data summaries and results reports
 - Organization of data requests
 - Database maintenance and preparation of data sets for statistical analyses
- Data support for the Outcomes of Training project (OTP)
- Support development of data visualization tools
- Develop and deliver marketing and social media plan for profiling EERU data initiatives (Twitter, Facebook, etc.)
- Maintain web content and updates
- Monitor and triage email communications and data queries from internal and external stakeholders
- Support the scholarship administration process for Academic Family Medicine as a core service of the EERU
- Assist with manuscripts, publications, conference abstracts and posters, presentations and papers
- Assist with EERU meetings (agendas, minutes, action items)

Related Duties:

- Participate in College-wide events and activities as needed
- Ensure effective and professional communications with all internal/external contacts
- Develop and maintain collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided
- Participate with the onboarding of new team members as required
- Support the team and work with colleagues to ensure department needs are met including absence/backup coverage for team members
- Work in accordance with all CFPC policies, procedures and processes, and federal and provincial legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours that align with the CFPC Values
- Demonstrate competencies aligned with the CFPC Competency Framework
- Participate on CFPC staff committees or working groups and other related projects as required

Requirements

- Undergraduate degree or post-secondary program equivalent in related discipline (e.g. health sciences, social sciences, clinical research) is required
- Research skills - data entry, data collection, analysis, written synthesis, research processes are required
- Advanced computer skills with MS Office including EXCEL are required
- Working knowledge of SPSS would be an asset
- Understanding of family medicine/CFPC would be an asset
- Previous related work experience in an academic environment would be an asset
- Proven strong organizational and time management skills
- Attention to detail with an eye for accuracy
- A reliable, responsible and dependable individual
- Ability to plan and follow through on instructions and complete tasks with minimal supervision
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English; French is an asset

Working Conditions

- Open-concept office environment
- Monday to Friday 8:00 a.m. – 4:00 p.m. *or* 8:30 a.m. – 4:30 p.m. *or* 9:00 a.m. – 5:00 p.m.

This job description is not all-inclusive and is intended to reflect the essential duties of the position as it currently exists. It is understood that these duties are subject to change, having regard to the needs of the organization.