**CASUAL OPPORTUNITY**

**DALLA LANA SCHOOL OF PUBLIC HEALTH, UNIVERSITY OF TORONTO**

Date of Posting: August 27, 2021

**Hours of Work:** Variable  
**Hourly Rate:** To be determined based on experience  
**Length of contract:** 5.5 months with possibility of extension  
**EXPECTED NUMBER OF WORK HOURS PER WEEK** Variable

**SUMMARY OF DUTIES**

Dr. Monica Aggarwal, Assistant Professor in the University of Toronto’s Dalla Lana School of Public Health, is seeking assistance with a project that will identify high-performing family physicians' capabilities and competencies and examine how learning, teaching and assessment can be augmented to improve residency programs in Canada. Duties will include:

- Managing all aspects of the research project to meet timelines
- Assistance with recruitment, obtaining informed consent, ongoing communication with participants
- Distributing, collecting, organizing and analysis of survey data
- Participating in workshops with stakeholders
- Recording meeting minutes, focus group notes etc.
- Communicating with other members of the research team as needed
- Able to work flexible hours as some physicians will be contacted in the evenings and weekends
- Assisting with the writing manuscripts and reports

**QUALIFICATIONS:**

- Master’s or Ph.D. level Student with experience in medical education, health systems, and/or general education
- Experience and interest in medical education, specific interest in primary care research
- Experience with data management (e.g., statistical analysis, databases, SPSS)
- Excellent organizational and writing skills
- Experience with focus groups/workshops

**SUBMISSION OF APPLICATION**

Please submit a one-page cover letter and Curriculum Vitae by email to: Dr. Aggarwal (monica.aggarwal@utoronto.ca) as soon as possible. Only those selected for an interview will be contacted.