CASUAL OPPORTUNITY
DALLA LANA SCHOOL OF PUBLIC HEALTH, UNIVERSITY OF TORONTO

January 7th, 2022

Hours of Work: Part-time, variable
Hourly Rate: $28-30/hour based on experience.
Length of contract: 6 months
EXPECTED NUMBER OF WORK HOURS PER WEEK: 10

SUMMARY OF DUTIES

- Support of PI in the management of multiple on-going multi-centre, national and international studies.
- This will involve administrative duties including: REB applications, DSA/MTA agreements, coordination of agreements across multiple sites/centres.
- Coordination of data collection efforts including questionnaire data, image collection and biospecimens (saliva samples)
- Creation of necessary documentation for ICES projects (e.g., dataset creation plans, privacy impact assessment etc.)
- Other duties could include data harmonization, cleaning, coding, and analysis based on interest and skill.

QUALIFICATIONS:

- MPH/MSc in epidemiology or related field.
- 2+ years experience in study management and coordination
- Strong written communication skills
- Experience working with ICES documentation an asset

SUBMISSION OF APPLICATION

Please submit a one-page cover letter and Curriculum Vitae by email by January 21, 2022 to: jennifer.brooks@utoronto.ca