

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

January 7<sup>th</sup>, 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