

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

**DATE OF POSTING: Jan 6, 2022**

**Hours of Work:** Part-time, variable

**Hourly Rate:** \$25/hour

**Length of contract:** 6 months

**Expected number of work hours per week:** 15-22.5 hours

**SUMMARY OF DUTIES**

**Administrative tasks:**

- Attend staff and research team meetings
- Create, organize, and maintain study logs and documentation
- Liaise with the research team as needed
- Inform stakeholders of project progress
- Support the submission of manuscripts, reports, abstracts, presentation slides, or other knowledge translation and exchange products as needed

**Scoping review:**

- Conduct data extraction of full-text articles
- Conduct synthesis of extracted data
- Draft and finalize manuscript, reports, or other relevant documents

**Qualitative research:**

- Conduct thematic analysis of transcripts
- Draft and finalize manuscript, reports, or other relevant documents

**QUALIFICATIONS:**

- Completed or in progress graduate degree in public health, social Sciences, or other relevant fields; or undergraduate degree in relevant fields with at least 3 years of research experience
- Existing knowledge and experience in Indigenous health research or other racialized communities
- Working knowledge of scoping review methodologies
- Strong qualitative research skills
- Working knowledge of Covidence and Endnote
- MS Office Suite (Word, Excel, Powerpoint, Outlook) knowledge and proficiency
- Ability to work with minimal supervision while achieving specific goals within specific timeframes
- Ability to work in a team environment
- Highly motivated and able to take initiative
- Excellent interpersonal skills including oral, written, and presentations
- Excellent time management, organization, and prioritization skills in addressing multiple tasks and timelines

**SUBMISSION OF APPLICATION**

Please submit a one-page cover letter and Curriculum Vitae by email by January 21, 2022 to: Anita C. Benoit, [anita.benoit@utoronto.ca](mailto:anita.benoit@utoronto.ca)