

# Research Coordinator, Sunnybrook Research Institute

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**Employment Type:** Temporary Full time, one year with possibility of renewal

**Hours:** 37.5 hours/week (1.0 FTE)

**Department:** Evaluative Clinical Sciences, Sunnybrook Research Institute

## Job Summary

Dr. Andrea Gershon, MD MSc, Senior Scientist at Sunnybrook Research Institute and ICES, and Associate Professor at the University of Toronto is seeking a temporary, full-time Research Coordinator. The successful applicant will be part of a clinical research team collaborating to study respiratory disease in Canada using large health databases. Primary responsibilities will include writing grants, developing research proposal, creating research plans, conducting statistical analyses, maintaining study documentation, and assisting in the preparation of manuscripts and other knowledge translation outputs.

## Key Responsibilities

- Carry out project-specific activities from project initiation to project completion (including designing studies, analysis, interpretation of results, drafting of deliverables, creating tables and figures)
- Contribute to the development of research study protocols, including study design and analytic procedures
- Critically appraise and synthesize literature, retrieve articles, and maintain citation databases
- Contribute to the preparation of abstracts, poster presentations, peer-reviewed publications and other relevant deliverables
- Assist in the preparation of submissions to Research Ethics Boards; monitor project timelines and maintain study documentation in accordance with institutional policies and procedures
- Co-supervise (with PI) research assistants, trainees and students, and assist in the training and orientation of new staff
- Attend and participate in project-related meetings, including research team meetings
- Assist with other research-related activities as needed

## Qualifications

- Master's degree in epidemiology, public health or a related field
- Knowledge generally gained through two years of related research experience
- Demonstrated knowledge and experience with quantitative statistical analysis, epidemiological methods and data management, preferably using SAS or R
- Experience in managing epidemiological and/or health services research projects; familiarity with the use of large health databases for the conduct of observational studies
- Strong organizational, time management and priority setting skills
- Strong oral, written, and interpersonal communication skills, with a demonstrated aptitude for report and presentation preparation
- Ability to function independently yet collaboratively within a team

**Salary:** Commensurate with experience

**Application Instructions:** Please send a cover letter and curriculum vitae in one PDF document to [CanBREATHE@sunnybrook.ca](mailto:CanBREATHE@sunnybrook.ca).

We thank all applicants for their interest but only candidates short-listed for interview will be contacted.

Sunnybrook Research Institute is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

Sunnybrook Research Institute is strongly committed to inclusion and diversity within its community and welcomes all applicants including but not limited to: visible minorities, all religions and ethnicities, persons with disabilities, LGBTQ persons, and all others who may contribute to the further diversification of ideas.