

Casual Opportunity

Dalla Lana School of Public Health, University of Toronto

Date of Posting: Nov. 18, 2022

Hours of Work: Part-time, variable

Hourly Rate: \$33

Length of contract: 5.5 months, possibility of an extension

Expected number of work hours per week: 12 hours

JOB DESCRIPTION:

The University of Toronto is seeking a Research Coordinator to work with Dr. Francisco Ibáñez-Carrasco and a national team of researchers and peer researchers in the CIHR-funded community-based research study Living with HIV And Chronic Pain in Canada: A Community-Based, Mixed-Methods, Multi-Sectoral, Interdisciplinary, and Intersectional Study at the Dalla Lana School of Public Health, University of Toronto.

The study goals are to form, train, and support a POZ Pain Relief Working Group of people living with HIV as Peer Researchers, to characterize, analyze, and interpret the experiences of chronic pain amongst adults living with HIV and chronic pain in Canada followed by a national focussed community Q-sorting community consultation and to implement community-friendly and academic knowledge mobilization.

Location: DLSPH, University of Toronto, 155 College St., Toronto, Ontario. The position is based in Toronto. Please note, while portions of this role may be completed offsite (i.e., from home), having an onsite (i.e., in-person) presence at the University of Toronto is a requirement for this role.

SUMMARY OF DUTIES

- Contributing to all phases of the study
- Administration, coordination, communication, and support of day-to-day operations of the study including direct work with peer researchers, trainees, and academic and non-profit researchers, including clear and timely communication, coordination of meetings, note taking, presentations of agenda and meeting summaries
- Coordinate and assist with online survey administration, data entry, data management, and data cleaning

- Support communication and Knowledge Mobilization (KMb) between study investigators, community advisory committee, and partner/collaborating organizations following community-based research principles and practice;
- Liaise with Engagement Coordinator
- Preparation of Research Ethics Board applications, amendments and renewals.
- Assist with literature reviews, grant writing, report writing, updating CVs, and manuscript writing

QUALIFICATIONS

- A graduate degree in a related discipline, or a combination of education and experience
- Five years of relevant professional experience, particularly related to project coordination and community-based health research
- Experience developing and coordinating research ethics materials and processes
- Experience coordinating online survey administration
- Bilingual French/English persons encouraged to apply
- Persons with lived experience with HIV and/or chronic pain are encouraged to apply
- Persons with practice in Equity, Diversity, Inclusion and Access (EDIA) are encouraged to apply
- Expertise with mixed-methods, qualitative and quantitative research
- Understanding of patient-provider experience in Canada
- Expertise in web-based survey research
- Exceptional organizational and interpersonal skills
- Excellent oral and written communication skills
- Outstanding and exceptional attention to accuracy and detail required
- Ability to work independently and as a member of a team
- Exceptional computer skills with experience using and managing databases (SPSS) and statistical software. Experience with survey software (Qualtrics, REDCap) is an asset. Knowledge of webpage and referencing software is also an asset.
- Master's degree in health or social sciences preferred.
- Experience working with people with HIV, chronic health conditions (e.g., use of substances, Hepatitis C, chronic pain, etc.), and people with disabilities is an asset.

SUBMISSION OF APPLICATION

Please submit a one-page cover letter and Curriculum Vitae by email by December 18 to: Francisco Ibáñez-Carrasco: francisco.ibanez.carrasco@utoronto.ca

Closing date: Dec. 18, 2022