

## Job Posting for Temporary, Casual or Interim Position

<b>Job Title</b>	Research Assistant	<b>Pay Grid</b>	Temporary
<b>Job Code</b>	UJD011	<b>Pay Grade</b>	7

### Department, Unit or Project Description:

The Canadian Research Data Centre Network (CRDCN) invites applications for the position of Research Assistant (temporary position). The CRDCN is a national research data platform, headquartered at McMaster University in Hamilton, Ontario. The Network is one of Canada's major science initiatives and provides researchers across Canada with unique access to Statistics Canada survey and administrative data to conduct advanced statistical research and training which both advances knowledge in multiple disciplines and informs key areas of public policy.

### Job Summary:

The Canadian Research Data Centre Network (CRDCN) Research Assistant will provide research support to the Research Program Director on initiatives such as: stakeholder engagement, collaborative research, memoranda of understanding, training, events, knowledge mobilization, communities of practice, annual reporting, responding to researcher queries, providing administrative support to committees, and contributing to procedural documentation.

### Accountabilities:

- Oversee the collection, entry, verification, management, analysis, and reporting of data. Use statistical software to analyze data and interpret results.
- Design and maintain databases, data collection forms, error checking methods and related programs for efficient collection, analysis, and reporting.
- Modify and reconfigure databases to ensure the optimal storage of data and minimize data entry complexities. Troubleshoot moderately complex computer problems.
- Write data management and operations documentation for the project. Liaise between the project centre and remote project sites and personnel.
- Ensure that the relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures.
- Participate in the development of promotional strategies and related materials to encourage participation and support for research projects.
- Develop presentations and present information and training sessions to project personnel and project participants. Keep project participants informed of project progress through regular reports and newsletters.
- Gather and compile information and data required for the preparation of scientific papers, abstracts, and graphs. Conduct literature searches.
- Oversee the extraction and compilation of data required for reports and disseminate data to research groups and collaborating partners.
- Write a variety of letters and memos.
- Participate in research project meetings and propose recommendations for procedure modifications and development in the areas of data management, quality control, and assurance.
- Write, update, and archive data management and quality assurance conventions.
- Respond to inquiries received from project personnel regarding relevant project issues and procedures.

**Qualifications:**

**Education:** A Bachelor's degree in a relevant field of study required. Some graduate-level work preferred.

**Experience:** Requires 2 years of experience as an approved Research Data Centre user

**Assets:**

- Ability to coordinate training, events and knowledge mobilization initiatives.
- Ability to plan and coordinate all aspects of a major research program across multiple sites.
- Ability to develop inter-disciplinary, inter-institutional, and inter-sectoral research collaborations.
- Ability to provide administrative support in negotiating research agreements and subcontracts.
- Strong skills in troubleshooting problems to address challenges.
- Skilled in liaising with diverse stakeholder groups.
- Excellent organizational skills, with proven ability to handle a diverse workload, effectively managing and prioritizing workload responsibilities and timelines
- Excellent analytic, interpersonal, presentation, oral and written communication skills
- Strong attention to detail
- Demonstrated ability to perform well individually and collaboratively in a team environment with minimum supervision.

**Additional Information:**

The CRDCN Research Assistant position presents a unique opportunity for an emerging RDC researcher to participate in a research collaboration role that draws on and develops complementary skills in contributing to CRDCN training, events, knowledge mobilization, communities of practice, and annual reporting. The ideal candidate would have skills and/or aptitude in these areas.

**Experience as an RDC user is essential.** The successful candidate will be working remotely for the duration of the appointment.

**Expressions of interest in the position, CV and cover letter, should be sent to Thi Ho, Director of Finance and Operations, at [thi.ho@crdcn.org](mailto:thi.ho@crdcn.org) by October 16, 2020.**