

Job title:	Research Assistant
Departments:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at Providence Research (PR)
Location:	St. Paul's Hospital, Vancouver, BC
Full/Part-time:	Full-time (37.5 hours/week)
Position status:	Providence Health Care (union-excluded)
Term:	Temporary (duration TBD)
Desired Start Date:	As soon as possible
How to Apply:	Interested candidates should email their resume with cover letter to hr@cheos.ubc.ca

Equity and diversity are essential to research and academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person who identifies as First Nation, Metis, Inuit, or Indigenous. CHÉOS/CTN welcomes a broad range of applicants and accommodations are available for candidates taking part in all aspects of the selection process.

Job Summary

The Research Assistant is responsible for providing assistance with ongoing research studies in the Health Economics department at the Centre for Health Evaluation and Outcome Sciences (CHÉOS). Responsibilities focus on conducting systematic reviews and assisting in grant applications, manuscript preparation, and submissions.

The Research Assistant works closely with CHÉOS/CTN staff including physicians, epidemiologists, research nurses, research coordinators and assistants, data managers, biostatisticians, graduate students and fellows.

Located at St. Paul's Hospital, [CHÉOS](#) is an interdisciplinary collective founded to pursue excellence in health outcomes research. In addition to conducting its own research, the Centre's other primary function is to offer methodological expertise to other researchers, including assistance with study design, statistics, health economics, data management, and grant facilitation for both health outcomes research and clinical trials. The Centre consists of over 70+ faculty members and 130-150 staff and research personnel.

[The CTN](#) is an innovative partnership of clinical investigators, physicians, nurses, people living with HIV/AIDS, pharmaceutical manufacturers and others that facilitate HIV clinical trials of the highest scientific and ethical standards. Established in 1990 as a cornerstone of the federal AIDS Strategy, the CTN is funded by the Canadian Institutes of Health Research (CIHR), and jointly sponsored by the University of British Columbia (UBC) and St. Paul's Hospital (Providence Health Care) in Vancouver.

Work Performed

- Conducting literature searches and systematic reviews.
- Submitting and amending ethics applications.
- Assisting in study design and implementation, including study recruitment, data collection, and validating study results.
- Participating in and supporting quantitative and qualitative (focus groups, interviews) data analyses.
- Liaising with study participants, patient/research partners, and community organizations.
- Preparing and submitting manuscripts for peer-reviewed publications.
- Assisting in the preparation of grant applications, posters, and presentations.
- Supporting researchers and trainees with project related tasks.
- Performing other related duties as assigned.

Supervision Received

Reports to and takes direction from the Program Head, Health Economics, Dr. Wei Zhang, and works closely with statisticians, health economists, and other research team members. Some aspects of work will be performed independently.

Supervision Given

This position does not include supervision of other staff.

Consequence of Error/Judgement

The Research Assistant is required to conduct all research activities in an ethical manner and with adherence to the Tri-Council Policy Statement concerning Ethical Conduct for Research Involving Humans. Any procedures or data recorded must be accurate and must accurately reflect the work performed. Strict confidentiality must be adhered to at all times. Inadequate documentation, organization, communication, and planning may adversely affect the image and reputation of CHÉOS, individual investigators, their respective Faculties or Providence Research. Error would be associated with the loss of investigator productivity and the potential loss of grant funding.

Working Conditions

The applicant will be working at CHÉOS/CTN located in St. Paul's Hospital and will be provided with appropriate workspace. Some flexibility for remote work arrangements (in line with PHC policy) may be provided. Travel to meetings and conferences may be required from time to time.

Qualifications

Master's degree in a relevant discipline (e.g., Epidemiology, Public Health, Health Services Research). Previous

experience working with health care researchers in a research area at UBC or its affiliated hospitals is preferred. This position also requires the following:

- Experience in literature searches and systematic reviews.
- Proficient computer skills (i.e., MS Word, MS Excel, and MS PowerPoint).
- Basic knowledge of qualitative and quantitative analysis.
- Excellent verbal and written communication skills.
- Ability to gather, record, and organize information efficiently.
- Capacity to effectively manage multiple tasks and priorities.
- Ability to work independently as well as in a team environment.
- Attention to detail and a high degree of adaptability, motivation, enthusiasm, and initiative.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

We thank all applicants for their interest in this position. Only those selected for an interview will be contacted.