

NORTHERN ONTARIO SCHOOL OF MEDICINE

JOB POSTING	
Competition Number:	2017-1082-RC
Position Title:	Research Assistant (Special Projects)
Unit:	Research & Health Sciences Library
Location:	Thunder Bay or Sudbury
Number of Positions:	1
Term:	One (1) year contract (September 2017 – August 2018)
Terms and Conditions:	As per OPSEU Local 677 (Unit 2) Collective Agreement
Competition Closing Date:	August 2, 2017 at 4:00 pm

This position supports the Research Unit, specifically the Director, the Research Coordinator and the Research Office Coordinator by performing tasks related to the administrative functions of the Unit. Key responsibilities include the creation and maintenance of databases related to the workflow of the unit and research projects.

This position is covered by the Term and Conditions of the OPSEU Staff Unit 677 Collective Agreement. A copy is available at: www.nosm.ca/careers.

RESPONSIBILITIES:

- Aids in the creation and maintenance of various databases within the Research Unit, and supports these databases by inputting information, verifying proper documentation and assisting with related reporting.
- Input, revise, store and retrieve correspondence, charts and tables using formatting/utility capabilities of word processing/personal computer equipment. Source documents in order to record/update/produce copy of correspondence, etc. Operate a personal computer to develop/modify working files, select and extract data and design reporting formats to present the data. Prepare graphs/charts/spreadsheets/schedules to aid unit members in presenting reports.
- Develop, update and maintain electronic and hard copy files, which are of highly confidential, in order to retrieve information using knowledge of filing systems and retrieval.
- Revise and update the intranet and website
- Generate summary reports based on databases
- Other duties as assigned.

QUALIFICATIONS:

Education (as required candidate criteria of the Northern Ontario Internship Program):

- A University or College graduate who has graduated within the last three (3) years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program. The position will be a first full-time employment in the candidate's field of study.

Knowledge, Skills and Abilities:

- Computer office software (e.g., word processing, spreadsheets, databases, email, internet)
- Office practices and procedures
- Database maintenance
- Website and intranet maintenance
- Protocols and procedures when dealing with grant applications and ethics applications is an asset
- University administration policies and procedures is an asset
- The Occupational Health and Safety Act and regulations that apply to the work being performed

Language:

- Must be able to communicate effectively in English (verbally, written and comprehension)
- French/Indigenous language skills would be considered asset

Interested candidates are invited to submit a resume along with verification of academic accomplishments quoting the competition number # 2017-1082-RC no later than **August 2, 2017 at 4:00 PM** to:

Northern Ontario School of Medicine
Attention: Human Resources
935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6
Email: HR@nosm.ca
Fax: (705) 671-3880

The Northern Ontario School of Medicine offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version this posting, please contact Human Resources via email at hr@nosm.ca.

The Northern Ontario School of Medicine invites applications from all qualified individuals. NOSM is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:

