

JOB TITLE: RESEARCH COORDINATOR (part-time)

#### JOB DESCRIPTION

Job Summary: Under the direction of Dr. Ana Velly, perform duties associated with the coordination of ACTION projects.

#### **Duties, Responsibilities, and Requirements (included but not limited to):**

1. Act as the first line of contact for site study coordinators, investigators, and site staff;
2. Coordinate the ACTION projects, including recruitment and follow-ups;
3. Prepare and follow-up on submissions to the Research Ethics Boards;
4. Track study timelines and budget;
5. Prepare and follow-up on communications with participating research centers and the NCOHR;
6. Perform data entry;

#### **Knowledge, Skills, Abilities and Professional Characteristics:**

1. Strong interpersonal skills and ability to work both independently and as a member of a research team;
2. Bilingualism with **strong writing skills in English**;
3. Demonstrated ability to organize the workload and manage multiple tasks concurrently, in order to deliver expected results, adhere to study timelines, and meet important deadlines;
4. Solid knowledge of Good Clinical Practice (GCP);
5. High capacity to take initiatives and attention to detail;
6. Strong problem-solving skills;
7. Proficient with Microsoft Office;
8. Experience in clinical study coordination;

#### **Salary Details**

1. Commensurate with experience and the policies of the Lady Davis Institute for Medical Research.

Interested candidates are invited to submit a cover letter, CV, and unofficial university grades transcript to [ana.velly@mcgill.ca](mailto:ana.velly@mcgill.ca). Applications will be accepted until the position is filled.

Only those applicants selected for an interview will be contacted.