

Research Coordinator Position

**The Infectious Diseases Research Group
Center for Clinical Epidemiology,
Jewish General Hospital, Montreal
A McGill Teaching Hospital**

We are seeking a dynamic, motivated and highly organized individual to coordinate epidemiologic research in the area of infectious diseases and migrant health. The ideal candidate will have had prior experience in research. Candidates must have at least completed an MSc or MPH. Candidates with a PhD in Epidemiology, Public Health, or a related field will be given preference and are strongly encouraged to apply.

JOB DESCRIPTION:

- Coordinate several research studies
- Organize local and national team meetings
- Coordinate grant and ethics submissions
- Assist with report, manuscript and research proposal writing and submission
- Assist with preparing posters and presentations at the international meetings

REQUIREMENTS:

- Bilingual in English and French
- Strong skills in both verbal and written communication
- Outgoing, excellent interpersonal skills
- Ability to take initiatives, set priorities, time-manage, and resolve problems
- Appropriate level of computer skills (MS Word, Excel, PowerPoint, Internet, e-mail)
- Knowledge of EndNote is an asset
- Content knowledge of the subject matter would also be an asset

Starting date: **Immediately**
Hours: 3-5 days/week
Salary: Competitive (commensurate with experience and qualifications)

HOW TO APPLY

Please send a Cover Letter and CV that clearly describes your prior research experience to:

Mr Karim Abou-Nader
Email: Karim.AbouNader@ladydavis.ca
Tel: (514) 340-8222 x 22250