

Research Assistant – Trainer

Positions available:

- Full time position, with a renewable contract.

Lady Davis Institute for Medical Research - Participant research is conducted at CLSC Rene-Cassin.

We are currently seeking a diligent, energetic, and organized individual to join the tDCS (trans-cranial direct current stimulation) research lab in its exciting work on a novel treatment for dementia. As part of our team, your main responsibilities are to manage participant progress and to ensure the smooth operations of the lab. You will work directly with participants in a Clinical, completing neuro-psych tests, setting up tDCS stimulation equipment, conducting cognitive training activities. You will be under the supervision of the Principal Investigator and Lab manager.

This position requires full-time in-person work with the possibility of hybrid work with permission from your supervisor. The in-person tasks may vary from week to week. You will be required to work onsite as directed by your supervisor and the needs of the lab.

The responsibilities of this role include but are not limited to:

Data Management

- Complete Data Cleaning Tasks using Excel Spreadsheets
- Update Databases and debrief summaries as needed
- Back-up testing data on server and hard drives weekly.
- Upload MRI data onto server and hard drives as needed.

Coordination

- Maintaining timely database of participant treatment records, adverse events, and schedule deviations
- Assisting with planning and scheduling lab appointments in accordance with the protocol
- Ensuring timely completion of required documentation including but not limited to consent forms, sociodemographic and medical questionnaires
- Assisting with maintaining and distributing recruitment documents (brochures etc.)
- Ensuring clear and timely filing/organization of clinical documentation
- Maintaining standards of participant safety and confidentiality
- Communicating regularly with principal investigator and lab team
- Assisting the Team Lead as needed.
- Supporting the Principal Investigator as needed.

Clinical

- Monitor MRI, Blood Draw, and Biospecimen Sample collection appointments.
- Setting up tDCS equipment and administering stimulation
- Conducting cognitive training activities involving word-finding, executive functioning, and other

Administrative

- Maintain a detailed document of lab supplies with an inventory.
- Ordering supplies as needed
- Organize data and all study materials at the lab, including filing and scanning paper scoresheets and printing materials as needed.
- Collect deliveries and keep record of packing slips.
- Assisting with maintaining timely financial records and occasional expense reports
- Assisting with bill payments and travel reimbursement requests

- Assisting with Maintaining a database with participant progress information
- Use of Microsoft Suite, Octopus, E-espresso, Outlook, and Google Calendar
- Assisting the Lab manager as needed.

Job Requirements

Education:

- Bachelor's Degree in a related field
- Specialization in neuroscience, speech language pathology, or a related field (preferred)

Qualifications and Experience:

- Excellent communication and ability to build rapport (required)
- Proficiency with Microsoft Office (required)
- Bilingualism, French and English (required)
- Ability to work in a team and independently (required)
- Experience in a clinical research setting (preferred)
- Prior experience with Alzheimer's or Dementia (preferred)
- Experience conducting statistical analyses (preferred)

Salary and Benefits

- The starting salary for a CRC 23.79/hr. To commensurate with experience and consistent with LDI compensation policy.
- Medical Insurance is available after 90 days.
- Vacation days are accrued during the reference year (i.e.: May 1st, 2024, to April 30th, 2025) to be used the following reference year. The new employee will accrue a pro-rated vacation bank to be used no earlier than May 2025. After May 2026 they will have a full bank of vacation hours (if working full time).
- 13 statutory holidays for full-time employment
- 9.6 sick days for full-time employment
- Pension Plan (RREGOP) from start date
- Group Insurance

The Lady Davis Institute (LDI) is committed to equity, diversity and inclusion within its community. The LDI has an equal opportunity employment program and welcomes applications from all qualified candidates, regardless of their characteristics, with the skills and knowledge to productively engage with diverse communities. Accommodation for any part of the application process may be provided to persons with disabilities who request it.

To apply, please email a cover letter, CV to tdcscordinator@gmail.com.

Please note that only applicants who are selected for an interview will be contacted.