



HAMILTON URBAN CORE COMMUNITY HEALTH CENTRE

Strong Core Healthier Lives

Research Assistant

Full-Time Position Available (37.5 Hours per week)

Hiring Range: \$50,000 - \$55,000/year

Hamilton Urban Core provides a wide range of health and health related services and programs for individuals and families. We work with marginalized and vulnerable populations in the inner city, most of whom are living in poverty and with chronic and complex health and social conditions.

The Research Assistant will be responsible for assisting with the planning, development, implementation and analysis of multiple research projects. The Research Assistant ensures the accuracy and quality of the research data and oversees the systems, processes and procedures that supports the efficient and timely access to information and data to facilitate efficient and effective planning and reporting.

Key Responsibilities:

- Assist the planning, development, implementation and analysis of multiple research projects
- Work with the project team to establish long term research programs
- Gather research related materials
- Assist in literature reviews
- Maintain quality standards to preserve the integrity of data findings
- Schedule and conduct interviews to collect various data
- Troubleshooting and problem-solving issues with study systems, reports, data queries
- Assisting in developing resources for project management
- Enter and analyze data collected
- Analyze data using various statistical methods
- Prepare reports and/presentations to summarize data and the implications of the results
- Prepare documents research ethics submission
- Correspond with various funding agencies
- Create processes to ensure high quality data is available for extraction as needed by developing and implementing systems or process to prevent, track, and correct errors
- Develop and support community and research partnerships
- Maintain and develop professional competence



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- Work within an anti-racism, anti-oppression, culturally sensitive, language appropriate framework
- Other duties as assigned

Qualifications:

- Bachelor's degree related to Health or Business. Research qualifications preferred
- Proven work experience as a Research Assistant or similar role
- Minimum of 2 years of data management and research/clinical trials experience
- Must have TCPS2: Core 2022 Research Ethics
- Proficient in Microsoft Office Suite 4. Ability to problem-solve, work independently, adapt to constant change, take initiative, self-motivate, be flexible, and multi-task
- Familiarity with electronic data software such as SAS, SPSS, Nvivo.
- Ability to work with minimal supervision
- Good at written and verbal communication skills
- Excellent administrative skills
- Detail-oriented
- Knowledge of research methods
- Excellent time management skills
- Developed analytical and critical thinking skills
- Ability to work under pressure

Interested individuals should forward **a resume and cover** letter by **May 13th at 5:00pm to:**

Hiring Committee - Research Assistant

Hamilton Urban Core Community Health Centre
430 Cannon Street East, Hamilton, ON L8L 2C8

Fax: 905-522-5374 Email: administration@hucchc.com

Hamilton Urban Core is committed to equity in employment.