**Research Assistant, Sunnybrook Research Institute**

**Regular Full-time**

**Supervisors: Dr. Amanda Hird, Dr. Rano Matta, Dr. Sarah Neu**

**Job Summary:**

The Sunnybrook Research Institute, Department of Urology, affiliated with the University of Toronto, is seeking an energetic and efficient Research Assistant to work within the division of Urology, focusing on reconstructive, functional and oncologic urology research.

Required:

* An Honours bachelor’s degree, with preference given to individuals with at least 2 years of previous research experience.
* Experience extracting data from medical charts or other chart reviews preferred.
* Excellent communication, interpersonal, and organizational skills
* Experience with handling multiple research tasks within the project, such as maintaining research integrity, ethics management, data entry and dissemination
* Strong academic writing skill
* Expert proficiency in Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.
* Experience with REDCap database software an asset
* Experience in Urology setting an asset

In this role, the candidate will work with five principle investigators (reconstruction and oncology, with varied responsibilities based on the project and lab).

The successful candidate will be expected to:

* Prepare research ethics board applications and amendments, and maintain study compliance with all terms.
* Assist with participant recruitment and scheduling
* Prepare REDCap projects
* Assist with communications with internal personnel (e.g. staff physicians, residents, fellows, co-op students, pharmacy, labs, medical imaging, anesthesia, nurses, etc.) and allied personnel (physio, social work, etc.) about new studies
* Manage our large qualitative chart review database by conducting verification, data cleaning, data collection, and data storage.
* Assist in interpreting results and preparing material for presentation, publications, and/or grants.
* Multi-task and coordinate multiple projects/studies with guidance from the principal investigator.
* Complete literature reviews, article screening, coding, and data extraction
* Assist investigators with creating, updating and distributing CVs, grant and publication submissions
* Attend Urology research meetings (ensure agendas, minutes, communications, and action items are complete)
* Work independently as well as within a collaborative environment
* Perform other duties as assigned

To apply, please send a letter of interest and your most recent resume by email to: grace.didiano@sunnybrook.ca

We thank all applicants for their interest but only candidates short-listed for interview will be contacted.

Sunnybrook Research Institute is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

Sunnybrook Research Institute is strongly committed to inclusion and diversity within its community and welcomes all applicants including but not limited to: visible minorities, all religions and ethnicities, persons with disabilities, 2SLGBTQ+ persons, and all others who may contribute to the further diversification of ideas.