Research Associate
Neil and Susan Manning Cognitive Health Initiative

POSITION: Research Associate
RATE OF PAY: Commensurate with experience, starting at $42/hour
WORK WEEK: 30 hours per week
TERM: One (1) year term maximum for sub-project MCATs, expected completion is June 30, 2019
START DATE: April 30, 2018

Project Description:
The Institute on Aging and Lifelong Health (IALH) at the University of Victoria is seeking applications for a research associate to serve as part of the Neil and Susan Manning Cognitive Health Initiative (CHI), a multi-million dollar donor award to the University of Victoria and Island Health. Through this institutional partnership, the CHI aims to improve the diagnosis and treatment of dementia with the development of state-of-the-art digital tools for early diagnosis and integration of research protocols into patient care.

A Research Associate is being sought to aid with:
- Establishing the framework for one specific sub-project of the CHI using mobile cognitive assessment tools (MCATs) to be used in the early detection of cognitive decline.
  - The incumbent will be involved in establishing the infrastructure for pilot testing of the MCATs in healthy community samples prior to a roll-out with a broader sample of older adults including those in clinically diagnosed samples.
- Research proposal development including grant writing.

Summary of Key Responsibilities:
- Preparing human research ethics proposals
- Conducting literature reviews and preparing grant applications
- Coordinate and standardize all study components
- Oversee the implementation of all study protocols, and associated reporting and audit mechanisms
- Liaise with the UVic, VIHA, researchers, and administrators
- Liaise with the partners and other commercial entities
- Manage research assistants who will administer the MCATs and other testing protocols
- Coordinate data management operations
- Maintain all ethical standards in the research process
- Monitor, order, and maintain supplies needed for data collection
- Audit and monitor data collection to ensure the quality of data collected
- Oversee the management, coding, and analysis of qualitative and quantitative data
• Overseeing all administrative aspects of the project including general office and budget management, preparation of ethics protocols and amendments, assisting with team meetings
• Work collaboratively with the project team to develop various reports, academic papers, policy papers, press releases and presentations
• Collaborate with our knowledge users and partners in planning, organizing and implementing knowledge translation activities
• Perform other related duties as required

Summary of Qualifications:
• Master’s or PhD degree in the health or social sciences preferred
• Experience with aging research or the aging population particularly desirable
• Experience with preparing grant applications
• Experience with preparing human research ethics proposals
• Experience with conducting literature reviews
• Post-graduate education, training, and experience in quantitative research methods, including data entry and statistical analysis, would be beneficial
• Experience working with healthcare organizations or agencies
• Experience providing supervision and leadership to research staff and research assistants
• Excellent interpersonal skills
• Excellent oral and written communication skills
• Demonstrated initiative and the willingness to work closely with members of a research team to ensure problems are resolved quickly and appropriately
• Ability to work with people of diverse backgrounds, including members of the community, structurally vulnerable populations, health care providers, and policy makers
• Ability to be self-directed, and to work both independently and within a team environment
• Strong computer skills and familiarity with computer technology, hardware and software, in a PC environment with Microsoft products

Salary and hours:
This position is 30 hours per week. The rate of pay will be commensurate with experience.

Application Deadline: March 30, 2018

Send resume with references and a cover letter to Lois Holizki at ialhmanager@uvic.ca or mail to Lois Holizki
Institute on Aging and Lifelong Health
University Of Victoria
PO Box 1700 STN CSC
Victoria BC V8W 2Y2
drop off
Lois Holizki
R Hut, Room 102
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Only those selected for interviews will be contacted.