

## **WORK STUDY JOB POSTING**

For HR/CUPE 951 USE ONLY

NON UNION

**JOB TITLE:** DMSC5 - Research Assistant

**DEPARTMENT NAME:** DMSC

**CONTACT NAME:** Sarah McIntosh/Dr. Laura Arbour

### **JOB DESCRIPTION:**

We are seeking a student research assistant to assist with our community-based research studies focused on genetic conditions and Aboriginal health. The research assistant's roles would include: communicating Heart Health Risk reports generated through research study back to study participants by telephone and mail, coordinating collection of DNA samples from study participants, entering and analyzing study data, completing data quality checks, assisting with knowledge translation activities (e.g. coordinating meetings, drafting patient-friendly printed materials, organizing mail send-outs) to communicate research results back to the community,

### **QUALIFICATIONS:**

- Undergraduate student from one of the following fields: Biology (or other health-related science), Public Health & Social Policy, Epidemiology, or Nursing.
- Experience working with Aboriginal clients is preferred
- Experience with research and statistics (either through courses or work experience)
- Excellent written and oral communication skills
- Excellent organizational skills
- Proficiency with Microsoft programs (Excel, Word, Powerpoint)
- Tri-Council Policy Statement (TCPS) Tutorial completion (can be completed upon hiring)

**JOB LOCATION ON-CAMPUS:** Medical Sciences Building

**WORK STUDY WAGE:** \$12.00/hour (including 4% vacation pay)

**DEPARTMENT TOP UP:** \$ 2.00

**HOURS AVAILABLE:** 100

### **HOW TO APPLY:**

Please e-mail your resume and cover letter to Sarah McIntosh at: [sarahmc@uvic.ca](mailto:sarahmc@uvic.ca)

Applicants must be eligible for Work Study Program  
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>