



Research Assistant
Canadian Longitudinal Study on Aging (CLSA)
University of Victoria, Institute of Aging and Lifelong Health

Background

The Canadian Longitudinal Study on Aging (CLSA) is a national study of adult development and aging that is following 50,000 men and women between the ages of 45 and 85 years for at least 20 years. Information is being collected from participants through telephone interviews, in person interviews, and physical assessments.

Summary of Key Responsibilities

The **UVic** CLSA research team is currently looking for a **Research Assistant** who, under the immediate direction of the UVic CLSA Project Coordinator, will be responsible for:

- Receiving participants into the data collection site
- Answering telephones, booking/managing appointments, and responding to inquiries as necessary.
- Following standard operating procedures to:
 - Conduct neuropsychological tests
 - Perform vision and hearing assessments
 - Perform tests to assess mobility, balance and hand strength
 - Measure participant's weight, height, blood pressure, carotid intima thickness, lung function, bone density and ECG
 - Accurately obtain questionnaire data
- Accurate data entry and record keeping
- Complying with quality standards according to standard operating procedures
- Performing regular operation, maintenance, calibration, cleaning, and quality control of equipment

Note: This is a grant funded position.

Requirements

- Reliable and professional
- Strong organizational skills and detail oriented
- Strong problem-solving and decision-making skills
- Excellent oral and written communication skills
- Able to work both independently and collaboratively within a team
- Able to multi-task and readily adapt to changes in task requirements
- Strong computer skills and familiarity with hardware and software in a PC environment
- Able to adapt to technological changes
- Willing to work during the day, in the evenings and on weekends
- Research experience is an asset; clinical research experience preferred
- Experience working with older adults is an asset

Terms of employment

- Full time position for one year with possibility of renewal.
- Salary will be commensurate with qualifications and experience.
- Please send a cover letter, CV, and names of at least two references to: Jo Ann Miller at jamiller2@uvic.ca
- **Include "CLSA Research Assistant Posting" in the subject line**

The competition will remain open until a suitable candidate is found.