



**Institute on Aging and Lifelong Health Research Assistant
The Canadian Longitudinal Study on Aging (CLSA)
Data Collection Site – University of Victoria
This is a grant funded position**

Clinical Data collection and Biospecimen Collection/Processing Position

Background

The Canadian Longitudinal Study on Aging is a national study of adult development and aging that has recruited over 50,000 individuals across Canada. Information is being collected from participants through telephone interviews, in person interviews, as well as physical assessments.

Position

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

- Biospecimen collection, labelling, and processing
- Proper disposal of all waste generated through daily activity (includes biological and reagent waste)
- Reagent and inventory control
- Accurate data entry and record keeping
- Complying with quality standards according to standard operating procedures
- Receiving participants into the data collection site
- Answering telephones, booking/managing appointments, and responding to inquiries as necessary.
- Following standard operating procedures to assess the following research criteria:
 - Performing neuropsychological tests
 - Performing vision and hearing assessments
 - Performing tests to assess mobility, balance and hand strength
 - Measuring participant's weight, height, blood pressure, carotid intima thickness, lung function, bone density and ECG
 - Accurately obtaining questionnaire data
- Performing regular operation, maintenance, calibration, cleaning, and quality control of equipment

Requirements

- Qualified to work in a laboratory collecting, processing, and evaluating biospecimens
- Phlebotomy training/certification
- Pipetting experience
- Knowledge of accreditation requirements and Good Laboratory Practice
- Able to adapt to technological changes
- Strong organizational skills and attention to detail
- Strong computer skills and familiarity with hardware and software in a PC environment
- Organized, detail-oriented, reliable, independent, and professional
- Ability to work independently and collaboratively within a team
- Excellent communication skills
- Willing to work during the day, evenings and on weekends
- Research experience an asset, clinical research experience preferred
- Experience with Laboratory Information Management Systems is an asset
- Experience working with older adults an asset

Terms of employment

- Full time position for one year with possibility of extension.
- Salary will commensurate with experience.
- Please send a cover letter, CV, and the contact information of at least two referees to: Dr. Debra Sheets at dsheets@uvic.ca
- **Include "CLSA Research Assistant/MLA Job Posting" in the subject line**

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