JOB TITLE: DMSC1 - Research Assistant
DEPARTMENT NAME: DMSC
CONTACT NAME: Dr. Nichole Fairbrother

JOB DESCRIPTION:

- Support project administration
- Monitor study email account and research office phone lines
- Ensure accurate and detailed research records are maintained
- Liaise with study participants
- Coordinate the scheduling of volunteers
- Prepare and distribute questionnaire packages to participants
- Assist in making mental health referrals for interested participants

QUALIFICATIONS:

High school completion; 3rd or 4th year undergraduate student in a related field (e.g., psychology, child & youth care, family studies) preferred. This position provides an opportunity to receive training and experience in perinatal mental health, and the administration of epidemiological research. This position is well-suited for someone who is looking to complete graduate studies in a related discipline (e.g., clinical psychology). This is a student appointment. To be eligible for a student appointment, the incumbent must be enrolled in a minimum of 18 credits in the winter term.

Skills and Abilities:

- Excellent organizational skills.
- High degree of motivation, enthusiasm and initiative.
- Excellent oral and written communication, interpersonal, and conflict resolution skills.
- Excellent computer literacy, knowledge of Microsoft Excel, SPSS, and PowerPoint is highly preferred.

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
- Knowledge of clinical psychology and psychiatric disorders is preferred.

**JOB LOCATION ON-CAMPUS:** Queen Alexandra Centre for Children’s Health
Queen Alexandra Building, Room 202, 2400 Arbutus Road
Victoria, BC Canada V8N 1J2

**WORK STUDY WAGE:** $13.50/hour (including 4% vacation pay)

**DEPARTMENT TOP UP:** $4.72

**HOURS AVAILABLE:** 340

**HOW TO APPLY:** Please send a copy of your cover Letter and resume to:

Rebecca Ferguson,
The Perinatal Anxiety Research Lab,
Queen Alexandra Centre for Children’s Health
Queen Alexandra Building, Room 202, 2400 Arbutus Road
Victoria, BC Canada V8N 1J2

Or Via Email to par.lab@ubc.ca