JOB TITLE: PSYC2 – Data Management and Manuscript Preparation Research Assistant

DEPARTMENT NAME: Psychology

CONTACT NAME: Sarah Jane Macoun

JOB DESCRIPTION:

This position will involve management of different sources of data pertaining to two ongoing clinical studies with children and families. The successful candidate will be asked to collect, organize, manage, and store large volumes of data, track down missing information (e.g., forms), and enter data into computer spreadsheets. The candidate may also be asked to help with preparation of paperwork for clinical testing, and may be responsible for helping with participant scheduling. The populations of focus in this study and paper are children with neurodevelopmental disorders and their families, and as such we will be working with vulnerable populations and confidential data. This position may also involve preparation of annotated bibliographies and literature reviews for the purposes of manuscript publication, pertaining to these same two studies.

QUALIFICATIONS:

The successful candidate should have strong organizational skills and excellent attention to detail. The candidate needs to be able to work well independently, but also to work well as a member of a team comprised of undergraduate/graduate team members. Familiarity with excel and SPSS statistical software is an asset. The successful candidate needs to have strong professionalism and an ethical awareness of working with vulnerable families, including issues related to privacy of information and confidentiality, and good oral communication skills. Prior experience working with children and families in a volunteer or other capacity is an asset. Experience with using the library system for literature searches is also an asset.

JOB LOCATION ON-CAMPUS: Cornett Building Room B031/A196

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

DEPARTMENT TOP UP: $0

HOURS AVAILABLE: 250 hours

HOW TO APPLY: Please submit letter of interest and CV to Dr. Sarah J. Macoun at sjmacoun@uvic.ca

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