



Research Assistant
Canadian Longitudinal Study on Aging – UVic Site

Background

The Canadian Longitudinal Study on Aging (CLSA) is a national study of adult development and aging that has recruited over 50,000 individuals across Canada. Participants are being followed for 20 years. The University of Victoria (UVic) supports 1 of 11 comprehensive data collection sites. Information is being collected from participants using a combination of interviews and physical assessments.

Summary of Key Responsibilities

The **UVic** CLSA site is currently seeking a **Research Assistant** who will be responsible for:

- Maintaining participant confidentiality
- Welcoming and checking-in participants
- Answering telephones, booking/managing appointments, and responding to inquiries as necessary
- Following standard operating procedures to conduct a variety of assessments and questionnaires
- Entering participant data and information accurately using study specific software programs
- Complying with quality standards according to standard operating procedures
- Performing regular operation, maintenance, calibration, cleaning, and quality control of equipment

Requirements & Skills

- Reliable and professional, able to work independently and as a member of a team
- Excellent oral and written communication skills
- Strong organizational skills and detail oriented
- Strong problem-solving and decision-making skills
- Able to multi-task and 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, early evenings and periodically on weekends
- Research experience is an asset
- Experience working with older adults is an asset

Terms of employment

- This is a one-year grant funded position with the possibility of extension
- This position may be part-time (approximately 21 hours a week) or full-time (up to 35 hours per week); full-time preferred
- Salary will be commensurate with experience, starting at \$23-25 per hour
- Please send a cover letter and CV to Monica Kelly at mjkelly@uvic.ca
- Include "**CLSA RA Position**" in the subject line

Deadline for Applications: February 22, 2023, 4:00 pm