Medical Lab Assistant/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. The University of Victoria (UVic) supports 1 of 11 comprehensive data collection sites.

Position
The UVic CLSA site is currently seeking to hire a Medical Lab Assistant who will be responsible for:

- Collecting, labelling and processing bio specimens
- Ensuring accurate data entry and record keeping
- Operating, calibrating, maintaining and cleaning equipment in an appropriate manner
- Complying with quality standards according to standard operating procedures
- Following standard operating procedures to accurately obtain data, conduct various physical measures, perform neuropsychological tests, and accurately obtain questionnaire data
- Properly disposing of all waste generated through daily activity
- Working with multiple software programs
- Receiving participants into the data collection site and the laboratory
- Answering telephones, booking/managing appointments and responding to inquiries as necessary

Requirements and Skills
- Phlebotomy training/certification and pipetting experience
- Qualified to work in a laboratory collecting, processing, and evaluating bio specimens
- Strong organizational skills and an attention to detail
- Work independently and as a member of a team, demonstrating excellent communication skills
- Knowledge of accreditation requirements and Good Laboratory Practice
- Strong computer skills and familiarity with hardware and software in a PC environment
- Willing to work during the day and early evening as well as on some Saturdays
- Experience working with older adults is an asset
- Research experience an asset
- Experience with Laboratory Information Management System is an asset

Terms of employment
- Up to 40 hours per week for one year with possibility of extension
- Salary will be commensurate with experience, starting at $23 per hour
- Please send a cover letter, CV, and contact information for two references to Bernie Paillé at berniepaille@uvic.ca
- Include “CLSA MLA Job Posting” in the subject line

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