



UNIVERSITY OF OTTAWA
HEART INSTITUTE
INSTITUT DE CARDIOLOGIE
DE L'UNIVERSITÉ D'OTTAWA

PREVENTION & REHABILITATION
PRÉVENTION ET RÉADAPTATION

RESEARCH ASSISTANT

Competition #:	HTF1016
Employment Status:	Temporary Full-time (35-40 hours)
Unit/Department:	Prevention & Rehabilitation
Deadline:	Until filled
Program:	Heart Institute
Start Date:	September 2011
Number of Vacancies:	5 – Almonte, Beachburg, Bancroft, Beamsville, Whitewater Bromley
Salary Range:	\$16.00/hr

POSITION SUMMARY:

The candidate will be responsible for coordinating participant recruitment, obtaining consent from participants, administration of questionnaires. The Research Assistant will be located in the clinic and will be responsible for administering the exit survey and obtaining informed consent from patients. The Research Assistant will also assist with other aspects of the study including telephone follow-up.

BASIC REQUIREMENTS:

- University degree in health-related discipline (in progress or completed)
- Excellent organizational and communication skills (oral and written)
- Superior organizational and interpersonal skills
- Excellent computer skills
- Ability to work independently with minimal supervision

RESPONSIBILITIES:

- Assist with participant recruitment and schedule clinic visits (follow-up phone calls)
- Obtain consent from participants, administration questionnaires
- Maintain necessary study documentation, including data input

PREFERRED QUALIFICATIONS:

- Previous research experience
- Proficiency in speaking and comprehending both English and French

Please email cover letter and CV to asandhu@ottawaheart.ca.