

Research Administration Team Assistant, Lawson

Job ID 68152 **Location** 750 Baseline Rd E. **Full/Part Time** Full-Time **Regular/Temporary** Regular

Posting Period

Open: October 17, 2019

Deadline: October 31, 2019

Job Summary

Lawson Health Research Institute (Lawson) is the research institute of London Health Sciences Centre (LHSC) and St. Joseph's Health Care London (St. Joseph's), and works in partnership with Western University. This alliance and pooling of knowledge and resources enables Lawson to retain and develop the expertise, equipment, and infrastructure that is crucial for innovation. With 7 hospital sites across London, over 250,000 square feet of dedicated research space, over \$125 million in annual research income, more than 500 new clinical trials each year, and more than 2,400 principal investigators, support staff, volunteers, students and fellows, Lawson has a proud history and is a dynamic, fast-paced environment.

Reporting to the Manager, Grants and Contract, The Research Administration Team Assistant supports administrative needs of the Lawson Contracts, Quality Assurance & Education, and Research Approval teams in service to our research community. Responsibilities include: contract volume and turnaround reporting, routing approved contracts for signature and maintaining electronic records, supporting investigators in maintenance of current clinical research training records, authorizing new research approval software user accounts, triaging and responding to research approval correspondence.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

Qualifications

- Successful completion of College Certificate in Executive Administrative Assistant, or Business Administration related Diploma
- Minimum one (1) year of recent, related experience demonstrating a high standard of performance and work quality
- Demonstrated experience with Microsoft Office suite required and with Outlook an asset
- Demonstrated high quality, accurate work with databases and electronic record management
- Demonstrated ability to work with others in a collaborative approach
- Self-motivated and action-oriented; a team player and who can work independently when required
- Well-developed interpersonal and communication skills to establish and maintain effective working relationships with all levels of the organization
- Customer focused and responsive to the specific and unique needs of each working situation
- Strong ability to be flexible and adaptable as priorities change daily
- Ability to manage multiple priorities and troubleshoot effectively while maintaining a positive and professional work environment
- Demonstrated knowledge of and commitment to the principles of patient and family centred care
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis

Other Information

London Health Sciences Centre is committed to providing a safe, healthy, and inclusive work environment that inspires respect. LHSC encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

We foster a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that an internal reference check may be conducted as part of the selection process.

Successful candidates will be required to complete a health review which includes providing vaccination records or proof of immunity against Measles, Mumps, Rubella, and Varicella (Chicken Pox), Hepatitis B, Tetanus/Diphtheria/Polio; Meningitis. In addition, they will need to provide documentation of the Tuberculosis skin testing (two step).

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates, as a condition of job offer, would be required to provide a satisfactory police information check (original document) completed in the last 3 months.