

Position: Research Coordinator, Acquired Brain Injury Research Lab

Immediate Supervisor: Director, Acquired Brain Injury Research Lab

Terms of employment: Casual, full-time

Location of work: 500 University Avenue, Toronto, ON M5G 1V7 (hybrid working conditions during COVID-19, remote and onsite based on schedule).

Application Method: Please submit your application including cover letter and resume to Angela Colantonio via email, angela.colantonio@utoronto.ca. Applications will be open until filled.

About Our Research Lab

The Acquired Brain Injury (ABI) Research Lab is led by Angela Colantonio, PhD, OT Reg. (Ont.). We are an internationally recognized research lab that performs population-based epidemiological, mixed methods and qualitative research. Our research addresses issues such as injury prevention, health service utilization and health service inequities among vulnerable populations, work-related traumatic brain injury (TBI) and return to work, girls and women with TBI, and the role of sex/gender on outcomes of ABI for adults, youth, and children.

The Opportunity

Under the general supervision of the Director, the Research Coordinator is responsible for the day-to-day operations and research conducted in the lab. The role will assist with activities related to pre-award, research and post award administration. This role will also assist with overall lab administration and activities. This is a key role in fostering positive relationships with project partners and partner related activities.

Duties and Responsibilities:

- Assessing needs and contributing to the planning of research goals of the ABI Research Lab.
- Evaluating, assessing and selecting methods of data collection and analyses for research
- Developing project schedules including timelines, deliverables, milestones, critical pathways and reporting.
- Drafting funding applications, coordinating the preparation of submission materials, and verifying that submission materials meet agency standards.
- Drafting and submitting documented procedures to research ethics boards.
- Designing, pre-testing and formatting surveys, interviews and other data collection tools.
- Analyzing data, drafting summaries of project results, including statistical reports and preparing summaries for knowledge transfer purposes.
- Creating and/or editing knowledge transfer materials (e.g., manuscripts, presentations, reports).
- Presenting research and relevant research findings at conferences.
- Conducting systematic and other types of literature reviews.
- Synthesizing technical, qualitative and contextual research data.
- Training others on research methods and data analyses.
- Planning and estimating financial resources required for programs and/or projects.
- Monitoring, recording, reconciling and/or reporting on funding accounts for grants and contracts.
- Checking projects for adherence to ethical and privacy requirements including trainee led projects.
- Directing activities of casual staff and trainees when needed as well as addressing day to day project and lab related activities.
- Liaising with agencies, collaborators, industry sponsors, faculty, and other stakeholders regarding funding

- Updating and maintaining curriculum vitae, generating reports (e.g., to funding agencies, PI annual activity reports).
- Assisting with expense reimbursement, planning and estimating financial resources required for projects, monitoring accounts and ensuring funds are available for expenditures.

Required Qualifications

Education:

- Master's degree in rehabilitation science, epidemiology, health promotion, social science, or an equivalent combination of education and experience.

Experience:

- Minimum three (3) years of relevant experience, including experience in research related coordination, grant development/submission, study implementation and research ethics submissions.
- Experience with qualitative and/or quantitative research methods.
- Experience managing research projects, coordinating research protocols (including factors related to data collection, confidentiality, ethics, data security, and informed consent).
- Experience critiquing study designs and statistical methods.
- Demonstrated experience in writing and editing, including some combination of research writing, grant writing, journalistic writing (newsletters, newspaper articles, etc.), business writing (procedural reviews, summary reports, annual reports, etc.).
- Experience conducting literature searches.
- Experience providing administrative support to lab members. Knowledge of and experience with Acquired Brain Injury research an asset.

Skills:

- Extensive knowledge of Microsoft Office (Word, Excel, PowerPoint, Access, Outlook).
- Working knowledge of reference management programs (e.g., EndNote, RefWorks, ProCite, Covidence). Knowledge of SPSS, NVIVO, SAS, web-based content management programs and interactive meeting applications and Blackboard would be an asset.
- Demonstrated skill and ability in data manipulation, management, and statistical analysis.

Diversity Statement: We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Please note, only qualified candidates selected for an interview will be contacted.

Accessibility Statement: U of T is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

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