

Employment Opportunity

HIV Prevention Lab Manager



The HIV Prevention Lab, directed by Dr. Trevor Hart, is a Clinical Health Psychology and Public Health research unit housed at Ryerson University. The mission of the HIV Prevention Lab is to conduct rigorous basic and applied research that can be used to prevent HIV transmission and promote positive sexual and mental health among gay, bisexual, and other men who have sex with men living with or affected by HIV.

The HIV Prevention Lab is staffed by Dr. Hart's research team, consisting of two post-doctoral research fellow, two graduate students, a full-time lab manager, a full-time study coordinator, one fulltime and one parttime research associates, one fulltime and one parttime research nurse, and several volunteer undergraduate research assistants. For more information, feel free to visit our website at www.hivprevlab.ca

The Lab Manager's major roles are to manage the submissions and administrative aspects of a busy and highly productive research unit. This position is well-suited to people looking to build their research skills and experience, and who enjoy working in a dynamic and team-oriented work environment.

TITLE:	HIV Prevention Lab Manager
SITE:	HIV Prevention Lab, Ryerson University
SUPERVISOR:	Dr. Trevor Hart
HOURS:	36.25/week (full-time)
TERM:	2 years
CATEGORY:	MAC
SALARY:	\$48,000



Lab Manager responsibilities include:

- Managing studies
 - o Coordinating multiple research studies in compliance with study protocols
 - o Assisting with the preparation of grant and award applications and submitting applications to funders
 - o Completing and updating Research Ethics Board applications and reports
 - o Completing annual study progress reports for funders and for Dr. Hart's academic appointments
 - o Overseeing budgeting and management of grant fund expenses
 - o Assisting with the preparation and submission of academic manuscripts and presentations
 - o Managing research data and statistical databases
 - o Assisting graduate students with research tasks, such as literature searches
 - o Working with research participants and completing data collection for specific studies, as needed
- Coordination of Lab and work with Lab Director, Dr. Hart
 - o Purchasing and ensuring availability of the lab's office supplies
 - o Updating Dr. Hart's CV, Canadian Common CV, ResearchGate account, and schedule
 - o Processing receipts for reimbursement of research and related expenses
 - o Managing contract creation and renewals for lab research staff
 - o Other tasks delegated by Dr. Hart

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- Managing lab communication
 - o Organizing biweekly lab meetings
 - o Organizing community advisory board meetings and other knowledge translation activities
 - o Supporting effective communication between lab members
 - o Hiring, training, supervising, and delegating tasks to volunteer research assistants and research staff
 - o Serving as the lab liaison with research collaborators, investigators, and university administrators
 - o Maintaining and creating content for the lab website, study websites, and social media

Qualifications/Skills:

- At minimum, a completed Bachelor's degree in Psychology or recognized equivalent in Health or Science related discipline
- Ability to work effectively and efficiently under pressure
- Excellent time management and organization skills
- Ability to multitask and prioritize multiple competing tasks (consultation with Dr. Hart is welcomed)
- Demonstrated ability to effectively handle confidential matters and materials
- Well-developed interpersonal skills
- Very strong verbal and written communication skills
- Strong leadership skills and experience managing a team
- Experience working in a research environment focusing on cognition, emotion, and/or behaviour
- Office administration experience
- Word processing, database, and spreadsheet software proficiency (e.g., MS Office, Google)
- Experience working with social media (e.g., Facebook)

Additional assets that would be desirable, but that are not required:

- Ability to commit to a minimum 2-year contract
- Experience with gay and bisexual men's communities
- Experience with other marginalized communities (e.g., racialized communities, trans communities)
- Experience working with persons living with HIV
- Experience working in sexual health
- Experience working in partnership with community-based organizations

This is a full-time paid position (36.25 hours/week) with benefits after 4 months. The position will begin July 2021.

Please email your **cover letter and CV** to Samer Lazkani at samer.lazkani@ryerson.ca by **June 10, 2021**.

We thank all applicants; however, only shortlisted candidates will be contacted. This job posting will remain available until a successful candidate has been found for the position.

Ryerson University is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our faculty, staff and its scholarship including, but not limited to, women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity. All qualified candidates are encouraged to apply but applications from Canadians and permanent residents will be given priority.