

Job Posting

Research Coordinator - Alberts Lab -Montréal, QC - Hybrid

About the Alberts Lab:

The Alberts Lab is an academic research laboratory focused on improving behavioural health and psychological outcomes across the lifespan, with a focus on those impacted by childhood cancer. The Alberts Lab is led by Dr. Nicole Alberts, who is a Canada Research Chair (Tier 2) in Behavioural Health Intervention and Associate Professor in the Department of Psychology at Concordia University (Montréal, QC). Our work aims to better characterize pain among those completing childhood cancer treatment and surviving childhood cancer and to identify biopsychosocial risk factors for the development of pain in childhood cancer and other health populations. We also use digital health approaches to answer key research questions and to develop and test innovative interventions targeting pain and psychological outcomes.

The Alberts Lab is an ideal environment for anyone looking to work with a friendly, diverse, and dynamic team. We value each member of our team and welcome our differences, as we believe that embracing our diverse experiences and perspectives is crucial to advancing our mission and making a positive impact on the lives of those with a chronic and catastrophic illness.

About the Position:

Under the supervision of Dr. Nicole Alberts (Concordia University) and in collaboration with Dr. Lindsay Jibb (The Hospital for Sick Children), the selected candidate will oversee and coordinate the Beyond Study, a pan-Canadian and CIHR-funded study that aims to better understand the impact of the COVID-19 pandemic on the wellbeing of pediatric cancer patients, survivors, and their family caregivers. The Research Coordinator will oversee the overall and day-to-day management of the study, including coordinating participant recruitment, data collection and analysis, study administration, and supporting research staff.

The selected candidate will also work closely with Dr. Alberts to strengthen all aspects of the Alberts Lab scientific operations and will take on lab coordinating responsibilities, such as:

- Monitoring ongoing research studies and projects.
- Assisting with various administrative tasks associated with the day-to-day operations of the lab and of conducting research studies including paying participant incentives, completing expense reports, keeping record of payments and fund transfers, etc.
- Coordinating and facilitating study meetings, including preparation of meeting agendas, meeting minutes and distribution of meeting materials.
- Providing orientation and training of new research staff.
- Developing study-related documents, including informed consent documents, case report forms and/or questionnaires and interview guides based on institutional requirements.
- Development of knowledge mobilization materials including presentations, flyers, posters, reports, etc.

***** Opportunities to assist on manuscripts and presentations/posters are also available.**

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The selected candidate will need to demonstrate skills/knowledge in the following areas:

- Project management
- Ability to organize and perform multiple tasks
- Ability to meet deadlines with minimal supervision
- Ability to work collaboratively with a variety of partners, including patients, clinicians, researchers, and community partners

Minimum required qualifications:

- Completed university Honours degree in Psychology or relevant field (e.g., Health Sciences, Epidemiology)
- Minimum 1 year of experience in a research setting
- Proficient research skills pertaining to data collection, analysis, grant budget administration, academic writing (e.g., research reports or papers), conducting literature reviews, etc.
- Advanced communication skills (verbal and written) in English and intermediate communication skills (verbal and written) in French
- Advanced skills in using MS Office Suite (e.g., Word, Excel, PowerPoint, Teams) and business tools (e.g., Zoom)

Desired qualifications:

- Graduate Degree in Psychology or a relevant health-related field (e.g., Health Sciences, Epidemiology)
- Minimum 1 year experience in research project management

Terms of this position:

- 35 hours per week (Monday to Friday & occasional evenings/weekends)
- One-year contract, with possibility of long-term contract (>2 years) and growth opportunities
- Salary in accordance with qualifications
- Workplace: Hybrid (remote and Concordia University - Loyola Campus)
- Union: Concordia Association of Research Employees (CARE)
- Starting date: August 2023

To apply:

Submit a cover letter, CV, and contact information for 3 references to:

Dr. Nicole Alberts nicole.alberts@concordia.ca

Applications should be submitted by **Monday, July 5th, 2023**, and will be assessed on a rolling basis. Only shortlisted candidates will be contacted.