

CASUAL OPPORTUNITY – 6 MONTHS
OAHAS, ELEVATE NWO, UNIVERSITY OF TORONTO SCARBOROUGH
AND THE WHISE 2.0 RESEARCH TEAM

FEBRUARY 21, 2023

Hours of Work: Full-time

Hourly Rate: \$23/hour

Length of contract: 6 months

Expected number of work hours per week: 15-37.5 hours

SUMMARY OF DUTIES

ADMINISTRATIVE TASKS:

- Attend staff and research team meetings
- Create, organize, and maintain study logs and documentation
- Liaise with the research team as needed
- Inform stakeholders of project progress
- Support the submission of manuscripts, reports, abstracts, presentation slides, or other knowledge translation and exchange products as needed

QUANTITATIVE RESEARCH:

- Obtain informed consent and provide guidance to participants
- Interview survey participants and ensure completion of survey
- Provide accurate and reliable information on harm reduction services and access
- Facilitate referrals at the local site

QUALITATIVE RESEARCH:

- Conduct focus groups with participants
- Conduct thematic analysis of transcripts
- Draft and finalize manuscripts, reports, or other relevant documents

QUALIFICATIONS:

- Completed or in progress a college diploma, certificate or undergraduate degree in relevant fields
- Existing knowledge and experience in Indigenous health research or other racialized communities
- MS Office Suite (Word, Excel, PowerPoint, Outlook) knowledge and proficiency
- Ability to work with minimal supervision while achieving specific goals within specific timeframes
- Ability to work in a team environment
- Highly motivated and able to take initiative
- Excellent interpersonal skills including oral, written, and presentations
- Excellent time management, organization, and prioritization skills in addressing multiple tasks and timelines

We are equal opportunity employers and strive to build an inclusive workforce that reflects the rich diversity of the communities in which we live. To this end, we strongly encourage applications from persons with lived experience with drug use, sex work, homelessness, street involvement; those living with HIV/HCV; members of 2SLGBTQ communities, Indigenous people, members of diverse ethno-cultural communities, and persons with dis/abilities.

SUBMISSION OF APPLICATION

Please submit a one-page cover letter and Curriculum Vitae as a single PDF/Word file by email by March 6, 2023, to m.aden@utoronto.ca.

Please include your name in the subject line of the email and in the file name: **“Research Assistant - Full Name”**.

Closing date: March 6, 2023