

Job Posting for Temporary, Casual or Interim Position

Job Title	Research Assistant I	Pay Grid	Temporary
Job Code	INT014	Pay Grade	Level 1

Department, Unit or Project Description:

For concerned citizens and influential thinkers and doers, the **McMaster Health Forum** strives to be a leading hub for improving health outcomes through collective problem solving. Operating at the regional/provincial level and at national levels, the Forum harnesses information, convenes stakeholders and prepares action-oriented leaders to meet pressing health issues creatively. The Forum acts as an agent of change by empowering stakeholders to set agendas, take well-considered actions, and communicate the rationale for actions effectively. <http://www.mcmasterforum.org/>.

The Forum develops and implements a number of innovative projects as part of its core programs: *Stakeholder Dialogues* that bring together policymakers, leaders, citizens and researchers for off-the-record deliberations about pressing health challenges; *Public Talks and other types of public events such as debates or panel discussions* where feature guest speakers address pressing health challenges in front of diverse audiences; *Citizen Panels* that provide the opportunities for citizens to share their views and experiences on high-priority issues; *Learn How*, the Forum's training program that provides online and in-person training for policymakers, stakeholders and researchers about finding and using research evidence.

As part of its commitment to prepare action-oriented leaders in addressing pressing health challenges creatively, the Forum is offering an exciting job opportunity for undergraduate students.

The Research Assistant will work directly with the Forum staff and faculty, will interact with a variety of internal and external stakeholders and will play an important role in several aspects of the McMaster Health Forum's activities.

Job Summary:

Under direct supervision, provides support of a routine nature related to administrative support of Forum programs and the collection and review of data for research projects.

Accountabilities:

1. Input data into spreadsheets or databases and maintain information and records.
2. Processing invoices and other administrative work.
3. Assist with obtaining data and information from databases for others to use in the development of presentations, scientific papers and reports.
4. Conduct preliminary, basic analyses and prepare summaries of data.
5. Seek guidance and direction from researchers or other project staff.

Qualifications:

Education: Currently enrolled in a relevant post-secondary program at McMaster University.

Experience: Prior experience is not required.

Assets:

Requirements

- Excellent organizational and interpersonal skills;
- Quality and productivity orientation, attention to detail;
- Strong computer skills:
 - proficiency in MSOffice - Word, Excel, PowerPoint, Outlook - mandatory
 - proficiency in MS Teams
 - knowledge of EndNote software is an asset
 - knowledge of Access software is an asset
 - knowledge of Click-Up is an asset
 - knowledge of Microsoft Copilot is an asset
 - knowledge of MacSphere is an asset
- Event planning and execution experience;
- Commitment to high standards of professionalism;
- Experience in working on multiple projects simultaneously;
- Ability to work both individually and as part of a team, in a fast-paced environment;
- Evidence of ability to be flexible in approach to meet challenges in an innovative and pragmatic way; flexibility during peak times to work extra hours to accommodate the activities of the Forum; and
- Fair understanding of the Canadian healthcare system and ability to communicate with healthcare stakeholders.
- Comfortable working in a virtual environment.

Languages

- While not a requirement for the position, the ability to read and write in any of the following languages is an asset: Arabic, Chinese, French, Japanese, Portuguese, Spanish.

Additional Information:

How to apply

- **Applications will be considered as they are received.** There are a limited number of positions available, so candidates are encouraged to apply early with a **final deadline of 12:00 p.m. on 10 March 2025.**
- **Please send the application by email to mckinlj@mcmaster.ca** quoting "McMaster Health Forum – Research Assistant"
- The McMaster Health Forum has multiple positions available so please submit **only one application**, choosing the position which you feel is the “best fit”
- Include the following application components:
 1. Cover letter addressed to James McKinlay, Senior Lead, Programs, McMaster Health Forum, stating:
 - a. the reasons for your interest in the position
 - b. relevant past experience and all relevant skills
 - c. any limitations in your availability over the spring/summer terms
 - d. **whether you are eligible for the summer work study program offered through the Office of Student Financial Aid and Scholarships** (being work study eligible is **not** a requirement for the position)
 - e. if applicable (and please note that this is not a requirement for the position), a note indicating your level of fluency in reading, writing and speaking any of the six languages in which, in addition to English, the Forum’s Health Systems Evidence is available: Arabic, Chinese, French, Japanese, Portuguese, Spanish
 2. Resume
 3. Transcript

