

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:

The [McMaster Health Forum's Lab](#) engages a diverse range of faculty members, research staff, students and collaborators to undertake cutting edge research and research synthesis about how to support the use of research evidence in social systems. The ForumLab capitalizes on the numerous research and evaluation opportunities created by the Forum's innovative [programs](#) and by its partners internationally, which collectively provide a 'natural laboratory' within which to study innovations in supporting evidence-informed social systems.

Research spearheaded by the ForumLab has led to publications in many top journals, to presentations at major scientific conferences, and to the creation of innovations like [Social Systems Evidence](#) – the world's most comprehensive free access point for evidence to support policymakers, stakeholders and researchers interested in how to strengthen or reform social systems or in how to get cost-effective programs, services and drugs to those who need them. Within the context of significant enhancements being made to expand the scope of evidence-informed information by creating Social Systems Evidence, as well as the processes through which database content is continually developed and maintained, the ForumLab is offering an exciting job opportunity for undergraduate research assistants.

The Research Assistant will work directly with the ForumLab staff and faculty and will play an important role in several aspects of activities associated with the ongoing development and maintenance of Social Systems Evidence. In addition, research assistants will have an opportunity to support other McMaster Health Forum programs such as stakeholder dialogues and citizen panels.

Job Summary:

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

Accountabilities:

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

Qualifications:

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

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 - mandatory
 - proficiency in MS Teams
 - knowledge of EndNote software is an asset
 - knowledge of Microsoft Copilot an asset
- Experience working in a research setting, ideally as part of a large ongoing program, an asset;
- Experience with data entry and management an asset;
- Experience using key databases that index social sciences literature (e.g., EBSCO, IPISA, JSTOR, ProQuest, Web of Science) an asset;
- Experience in conducting quality appraisals of research evidence an asset;
- 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; and
- Evidence of ability to be flexible in approach to meet challenges in an innovative and pragmatic way.
- 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, French, Japanese, Mandarin, 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 James McKinlay mckinlj@mcmaster.ca quoting "McMaster Health Forum's Lab – SSE Research Assistant" in the subject line.
- 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, French, Japanese, Mandarin, Portuguese, Spanish
 2. Resume
 3. Transcript