

**POSTING  
CASUAL RESEARCH ASSISTANT**

<b>Position Title:</b>	<b>Casual Research Assistant</b>
<b>Hiring Unit:</b>	Physiology Department
<b>Supervisor:</b>	Dr. Arjun Krishnaswamy McGill University Department of Physiology & CIS
<b>Hours/Week &amp; Schedule:</b>	10 hours per week
<b>Hourly Wage:</b>	\$16.00
<b>Planned Start Date &amp; End Date:</b>	Immediately (6 month contract with the possibility of renewal)
<b>Date of Posting:</b> (post for 5 working days minimum)	October 27, 2017
<b>Deadline to Apply:</b>	November 15, 2017

**PRIMARY DUTIES**

- Financial management of the lab (purchasing, expense reports, grant budget monitoring, etc.)
- Inventory tracking in Quartzy
- DARWIN animal care management tasks
- Additional research and administrative activities as needed

**EDUCATION/EXPERIENCE**

- Minimum requirements:**
- Bachelor’s degree in a scientific discipline or a diploma in financial management/accounting
  - Current graduate students will be given preference
  - At least one year of experience working in an academic research setting

**OTHER QUALIFYING SKILLS & ABILITIES**

- Excellent writing and communication skills in English
- French fluency is an asset
- Proficiency in Microsoft Office
- Detail-oriented and strong organizational skills
- A combination of financial administration and research experience preferred

**HOW TO APPLY**

Please send a cover letter and your curriculum vitae to the attention of Dr. Arjun Krishnaswamy at [swamylab.physiology@mcgill.ca](mailto:swamylab.physiology@mcgill.ca)  
Please note that only applicants who are successful in obtaining an interview will be contacted.

***McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.***