Posting
RESEARCH ASSISTANT

DEADLINE EXTENDED

Position Title: Research Assistant

Hiring Unit: Transforming Autism Care Consortium (TACC), Montreal Neurological Institute (MNI)

Supervisor: Dr. Fabienne Samson

Work Location: Lyman Duff Building, Room 332

Hours/Week & Schedule: 35 hours/week – Monday to Friday

Hourly Wage: $27.87/hour (salary commensurate with experience)

Planned Start Date & End Date: As soon as possible

Date of Posting: June 13, 2019

Deadline to Apply: July 5, 2019

PRIMARY DUTIES

The Transforming Autism Care Consortium (TACC), a collaborative research network formally designated thematic by FRQ-S, connect and mobilize Quebec’s strengths in autism research to improve quality of life of individuals with autism and their family as well as to integrate knowledge in practice and policy. TACC is bringing together over 50 researchers and over 300 clinicians, research trainees, highly qualified research personnel and community members from across Quebec’s university and hospital network in the pursuit of three main objectives: (1) Engage in research 1000 families and build a pipeline to create a unique database for TACC researchers by compiling genetic, cellular, brain and behavioral profiles data. (2) Build research capacity throughout the province by launching open competitive programs for training for exceptional students, research grants and fellowships as well as professional development opportunities and (3) Connect researchers, clinicians, community and government to communicate and integrate research progress and discoveries in practice and policy.

TACC is looking for research assistant to provide support to the network manager for all ongoing research projects and contribute to the scientific activities and programs of the network.

Specific duties include:
- Develop and coordinate scientific programming for the network (graduate training program, annual scientific conference, research forums, etc.)
- Develop data capture tools
- Collect, compile and present data in line with established short-, mid- and long-term impact indicators for research projects and activities
- Assist in the preparation of grant applications, research reports and publications.
- Manage the website and update scientific content
- Develop communication tools to reach the research network’s members
- Organize and attend meetings, prepare the materials and manage related documentation

EDUCATION/EXPERIENCE

The successful candidate must hold an M.Sc or equivalent, in relevant field (neuroscience, psychiatry, psychology or related disciplines).

OTHER QUALIFYING SKILLS & ABILITIES

We are looking for a dynamic, goal-oriented team-player who have demonstrated good organizational and problem solving skills. Must have the ability to work in a fast-paced environment and various projects within established deadlines. The candidate must be able to work autonomously and as part of a team. We require fluency in both English and French, spoken and written.

HOW TO APPLY

Please submit your application (CV and Cover Letter) to rtsa-tacc@mcgill.ca. We thank all applicants for their interest; however, only applicants selected for an interview will be contacted.