



Site Coordinator Canadian Longitudinal Study on Aging – UVic Site

The Institute on Aging and Lifelong Health (IALH) at the University of Victoria (UVic) invites applications for a Site Coordinator for the Canadian Longitudinal Study on Aging (CLSA). The CLSA is a national study of adult development and aging that has recruited over 50,000 individuals across Canada. UVic supports 1 of the 11 comprehensive data collection sites.

Overview of Position

The Site Coordinator is responsible for overseeing all aspects of the research project, including the collection of questionnaire data, the coordination of clinical assessments, and the overall administration of the UVic site. The Site Coordinator will work in-person from an office located at the Gorge Road Hospital in Victoria BC. This is a demanding, fast-paced, and rewarding position requiring outstanding management, problem solving, communication, and research skills. The Site Coordinator will be supported by the Research Manager at IALH and the Local Site Principal Investigators.

Key responsibilities include:

- Coordinating, training, managing, and supervising staff to ensure the smooth and efficient operation of the study site
- Serving as a Research Assistant and performing research protocols as required
- Monitoring all research activities, including the management of study participants, the data collection process, the calibration and maintenance of equipment, overall quality control processes, and the certification of staff
- Acting as the primary point of contact for participants and study staff, the Local Site Principal Investigators, staff at the National Coordinating Centre, and other study sites
- Developing and maintaining records of research activities, monitoring progress of research activities, and preparing periodic and ad hoc reports
- Maintaining all ethical standards, including proper reporting and assisting with ethics submissions as required
- Monitoring, ordering, and maintaining supplies and equipment
- Managing all financial aspects of the study, including participant honoraria, timesheets, and the purchase of supplies
- Monitoring the study budget

Requirements

- Must be willing and able to work in-person in Victoria BC
- Postgraduate degree in a health or social science, or equivalent experience in a health care related field
- Minimum of 4 years recent experience in project coordination, including supervision of research staff and monitoring of project budgets
- Strong research skills and knowledge of issues related to implementing study protocols
- Organized, detail-oriented, reliable, and professional
- Excellent oral and written communication and interpersonal skills
- Exceptional ability to solve problems and make decisions
- Strong computer skills and familiarity with hardware and software in a PC environment
- Aptitude for learning new software
- Ability to multi-task and readily adapt to changes in task requirements
- Ability to work independently and collaboratively within a team environment (both locally and at a distance)
- Willing to work during the day and early evening as well as on Saturdays (as required)
- Experience working with older adults is an asset
- Clinical research experience is an asset
- A valid driver's license and access to a reliable vehicle is an asset

Terms of Employment

- This is a full time grant funded position for one year with the possibility of extension
- Salary will be commensurate with qualifications and experience; the salary range is \$68,000 - \$71,000
- Please send a cover letter, CV, and contact information for three references to Jo Ann Miller at jamiller2@uvic.ca
- Include "Site Coordinator Job Posting" in the subject line

Deadline for Applications is September 12, 2024