

VACANCY:	<u>Junior Research Associate, Occupational Cancer Research Centre (OCRC)</u>
REPORTS TO:	Associate Director, OCRC
LOCATION:	Downtown Toronto Subway location on University Ave
STATUS:	Temporary Full Time (24 months) with possibility of renewal
No. of VACANCIES:	One hire

POSITION SUMMARY:

The Occupational Cancer Research Centre (OCRC) was established to fill gaps in our knowledge of work-related cancers and to translate these findings into preventive programs to control exposures and improve the health of workers. It is jointly funded by Cancer Care Ontario, the Workplace Safety and Insurance Board and the Canadian Cancer Society, Ontario Division and was developed in collaboration with the United Steelworkers. The OCRC has three major research focus areas: 1) surveillance of occupational cancers and workplace exposures; 2) identification of causes of cancer in the workplace; and 3) intervention research to develop and evaluate prevention and exposure reduction strategies. A strong emphasis is placed on the transfer and exchange of information to support the effective use of research findings. The successful applicant for this position will take part in research projects (funded by grant agencies) and have responsibility for helping to write research grants, mentoring students, contributing to the writing of manuscripts for publication, and presenting the Centre's research at conferences and stakeholder workshops.

RESPONSIBILITIES:

The key responsibilities of this position are:

- Perform literature searches and reviews
- Coordinate qualitative data collection through interviews
- Prepare progress reports and publications
- Work with internal and external contacts
- Prepare progress reports and publications, data tables, slide decks, etc.
- Assist project leader in documenting project and results
- Assist with communications to stakeholders/partners/information requestors
- Coordinate research or surveillance team meetings; this may include developing agendas and timelines, and logging decisions and knowledge transfer products
- Assist in preparation of research funding applications, development of study protocols, etc.
- Provide administrative support to research or surveillance team

QUALIFICATIONS:

- At minimum, completion of a Bachelors degree program in either social studies, sociology (or recognized equivalent) and over one year and up practical and related experience
- Content knowledge of the healthcare sector, occupational cancer or occupational health is an advantage
- Knowledge of sound research methodology
- The ability to work effectively in a multi-disciplinary team environment with minimum supervision
- Effective communication, interpersonal and team building skills
- Excellent problem-solving skills
- Superior writing ability
- Strong organizational and time management skills
- Proficiency with Microsoft Office products and qualitative statistical software

To Apply:

- ✓ Please forward your cover letter and resume to: staffing@cancercare.on.ca , no later than October 30, 2011.
- ✓ Please include the following job name and posting number in the subject line of your email: CAAR664042
CCO – Junior Research Associate.

Please note that applications received after the expiry date will not be considered.