

## Research Coordinator

The Coalition for Early Life course studies supporting Public Health Intervention and Evaluation (CELPHE) is an alliance that unites expertise and experience across three Canadian research teams - one in Moncton, New Brunswick headed by Dr. Mathieu Bélanger, one in Toronto, Ontario headed by Dr. Katerina Maximova, and one in Montreal, Quebec headed by Dr. Marie-Pierre Sylvestre and Dr. Jennifer O'Loughlin. Grounded in a "Cells to Society" perspective, CELPHIE aims to develop, nurture and expand Canadian expertise in studies of young people with specific emphases on novel analytic approaches and knowledge sharing. Our ultimate goal is to capitalize on the expertise across teams to best inform public health practice and policy pertaining to the primordial prevention of chronic disease among Canada's youth.

The CELPHIE team is currently looking for a **Research Coordinator** whose primary responsibilities will be to manage research team activities (<https://www.celphie.ca/ndit>) and to organize upcoming data collections for the NDIT Study and other projects. NDIT is a longitudinal study of 1294 participants from 10 Montreal high schools, which investigates nicotine dependence in relation to cigarette smoking in adolescents. NDIT includes repeated measurements on lifestyle variables and physical and mental health. The 25<sup>th</sup> and 26<sup>th</sup> data collection cycles will take place in Fall 2021 and 2022, respectively. The qualitative component of the study which includes interviews with a subset of participants, will also take place in 2021.

Full-time contract, 35h/week, 2-year renewable, starting on May 1<sup>st</sup>, 2021. Salary is based on qualifications and experience.

The NDIT team is located at the CHUM Research Centre. The University of Montreal Hospital Research Centre (CRCHUM) is one of the largest French-language research centres in North America. As a university hospital affiliated with Université de Montréal, CHUM has a mission focused on care, research, teaching, health promotion and advancement of technology and treatment methods in health care. As the venue for a very active scientific life, dozens of conferences and scientific activities are held each week at CRCHUM, especially seminars, thesis defenses and weekly CRCHUM conferences at which internationally renowned researchers present their latest work. The selected candidate will work with Jennifer O'Loughlin and Marie-Pierre Sylvestre.

### Duties & Responsibilities:

- Coordinating the NDIT project (including data collection) and other ongoing research projects (AdoQuest, PromeSS)
- Completing annual ethics renewal forms
- Assisting the PIs in setting project goals and milestones
- Preparing progress reports for funding agency
- Designing and pre-testing data collection instruments and materials
- Coordinating all aspects of data collection

- Conducting literature reviews, drafting reports and policy briefs
- Preparing peer-reviewed scientific manuscripts for publication or presentation
- Assisting in hiring, training and supervision of Research Assistants
- Organize research group meetings
- Managing all aspects of the project funds, purchase of equipment, biannual budget reviews with the PIs
- Developing and/or authorizing research study budgets and payment schedules
- Generation of personnel and payroll reports
- Managing the CVs of the PIs
- Managing the CELPHIE website (<https://www.celphie.ca/>)
- All other tasks as requested by the PIs

### **Qualifications**

- Master's Degree or experience in research
- Several years of research or research coordinator experience
- Previous experience in epidemiology, protocol development, preparation of manuscripts and data presentation is preferred.
- Excellent written and oral communication skills, with strong scientific writing skills
- Excellent attention to detail and proven ability to learn new skills
- Superior organizational skills to manage multiple projects in a timely manner and flexibility to adapt to changing workload
- Able to work independently and to respect deadlines
- Good personal and program time/detail management skills
- Confidentiality, ethics in data management
- Professionalism and self-motivation
- Strong interpersonal skills
- Bilingual (French/English)

Interested candidates should submit a cover letter, a resume and contact information for 2 references in one PDF document to Marie-Pierre Sylvestre at [marie-pierre.sylvestre@umontreal.ca](mailto:marie-pierre.sylvestre@umontreal.ca) by April 15, 2021.