

POSITION AVAILABLE
Part-time Casual – 2 days per week

The University of Toronto is seeking a part-time **Research Coordinator** to work with Dr. Janet Parsons who leads the **Creative Collaboratory for Research Education & Practice** in the Department of Occupational Science & Occupational Therapy.

Background:

The Creative Collaboratory for Research Education and Practice focuses on arts-based and narrative approaches to health services and policy research, with an emphasis on methodological innovation. The lab is led by Dr. Janet Parsons, an arts-based methodologist, rehabilitation scientist and health services and policy researcher with expertise in health and social equity as well as patient and community engagement. Our team includes researchers, clinicians and graduate trainees.

Location: Rehabilitation Sciences Sector, Temerty Faculty of Medicine, University of Toronto, 500 University Avenue, Toronto (St. George campus).

Duties and Responsibilities:

We are looking to hire an experienced Research Coordinator with a background in qualitative methodologies and health-related research to support projects employing participatory approaches to inquiry. The role requires skills in both project management and qualitative research. Duties/responsibilities will include:

- Administration and coordination of day-to-day study operations
- Contributing to participant recruitment, data generation and analysis
- Collaboration with interdisciplinary teams across multiple institutions
- Contribute to peer-reviewed manuscripts and creative knowledge translation activities.
- Contribute to literature reviews, report writing and grant writing
- Contribute to Research Ethics renewals and amendments
- Support patient and community engagement initiatives

Essential Qualifications:

The successful candidate will have the following skills, abilities and background:

- Masters degree or equivalent in a relevant field, such as public health, health/rehabilitation sciences, social sciences, nursing, health humanities, etc.
- Minimum of two years' experience in coordinating qualitative research projects
- Excellent project management skills
- Excellent oral and written communication skills
- Exceptional organizational and interpersonal skills
- Experience in qualitative data collection and analysis is essential
- Ability to multi-task and meet deadlines
- Experience in patient and/or community engagement and arts-based approaches to research are definite assets

- Experience working with people experiencing chronic health conditions is an asset
- Ability to work independently and as a member of a team

Contract length: 1 year

- Start date: As soon as possible.

Closing Date: March 28, 2025

Employee Group: USWA - Casual

Appointment Type: Budget - Casual

Schedule: Two days a week - 9:00am-5:00pm

Pay Scale Group & Hiring Zone: \$40 - \$42/hour

Job Category: Research Coordinator

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Applicants should send a CV and a cover letter describing their professional background and experience via email to Janet Parsons at j.parsons@utoronto.ca no later than March 28, 2025.

Diversity Statement

The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from persons with disabilities, Indigenous Peoples, Black and racialized persons, women, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

Accessibility Statement

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

While we appreciate all applications received, only those invited for an interview will be contacted.