



Research Staffing Associate, Lawson Research Institute - 1 position

Posting #: 54669

Lawson Research Institute

Posting Date: March 21, 2025

St. Joseph's Hospital - London, ON

Submission Deadline: March 27, 2025

Full Time

Jennifer Pasichnyk, Human Resources

Non-Union

Salary Range: \$36.67 - \$43.13 /hour

The Research Staffing Associate is responsible for assisting Research Operations Managers with program-level human resource (HR) related functions, including initiation of recruitment processes, processing and monitoring of employee contracts, assisting with scientific appointments, monitoring of the performance management process, third-party registrations and access processes, payroll and timekeeping accuracy and other general HR functions. This role acts as a key support for Research Operations Managers, research staff and principal investigators, while acting as the primary liaison with St. Joseph's Health Care London corporate human resources department.

Essential Qualifications

- Human Resources, Business or Office Administration Diploma
- Minimum 5 years of experience in Human Resources
- Knowledge of human resource principles, procedures, practices and relevant legislation
- Ability to organize and prioritize competing demands
- Effective at building relationships and gaining credibility within assigned client group
- Demonstrated knowledge of computer programs (PeopleSoft, Workbrain, Archibus, Microsoft Office 365 - Intermediate)
- Advanced verbal and written communication skills
- Demonstrated ability to provide expertise and day-to-day guidance/ leadership
- Ability to clearly communicate with various stakeholders, including research staff, investigators, St. Joseph's human resources department, and leadership teams.
- Advance organizational skills for accurate data management of payroll, employee contracts, and performance evaluations.
- Knowledge of a safety culture in a health care setting in compliance with the Occupational Health & Safety Act (OHSA)

Preferred Qualifications

- Proficiency in French would be an asset.
- Certified Human Resources Professional (CHRP)

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.
Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.