



Research Admin Coordinator, Lawson - 1 position	Posting #: 55233
Lawson	Posting Date: July 04, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: July 10, 2025
Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	Salary Range: \$30.83 - \$38.53 /hour

The Research Administration Coordinator will support the development and implementation of the Canadian Occupational Injury Prevention and Treatment Research Network, a groundbreaking initiative spearheaded by Lawson Research Institute in collaboration with WSIB. This network aims to transform workplace health across Ontario and beyond by addressing both physical and mental occupational injuries and illnesses. The project involves interdisciplinary collaboration, research embedded within clinical care, prevention and resilience strategies, and leveraging advanced technologies like AI, VR, and XR.

Reporting to the Manager of Research Operations. The Research Administration Coordinator has a broad range of responsibilities and accountabilities. They will monitor and reconcile project expenses to ensure alignment with the approved budgets, prepare detailed financial reports, analyze cost discrepancies, and implement corrective measures to maintain fiscal oversight. They will assist with research budget creation, monitoring, and assist with grant and funding applications. They will support policy and process creation, and compliance with regulatory requirements. Maintaining documentation pertaining to the program. Assist with the orientation, training and timekeeping of research staff and students. Additional administrative responsibilities may be assigned, as required.

This is a 5 day (37.5 hours) per week position.

#### Essential Qualifications

- Completion of a three-year full-time specialization post-secondary in relevant area of study or equivalent education and experience required
- Three years of experience working in an office setting with experience in the relevant area of work
- Proven flexibility with a high level of initiative and self-direction
- Experience with electronic data capture systems is an assist
- Ability to collaborate with researchers and hospital staff
- Knowledge of the phases of a research and project cycle an assist
- Knowledge of Microsoft Office Suite
- Ability to work effectively both independently as well as part of a team
- Problem solving skills
- Ability to follow processes with a strong attention to detail
- Excellent verbal and written communication skills
- Developed organizational skills with the ability to set priorities to meet deadlines for multiple projects

#### Preferred Qualifications

- Prior clinical research experience
- Experience working in an academic/research environment
- Familiarity with LRI policies and procedures an asset
- Familiarity with national, international and provincial research funding agencies/ organizations that fund research would be a strong asset.

### 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.*