



Research Coordinator 2, Lawson - 1 position	Posting #: 55333
Lawson	Posting Date: July 28, 2025
St. Joseph's Hospital - London, ON	Submission Deadline: August 03, 2025
Temporary Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	Salary Range: \$37.24 - \$46.56 /hour

This is a temporary full-time position that is expected to extend approximately until July 29, 2027, and is subject to the availability of work.

The successful applicant will be working under the supervision of Dr. Manuel Montero-Odasso, Director of the Gait & Brain Lab, a vibrant and busy hospital-based laboratory implementing clinical studies with older adults, and Program leader of the Training and Capacity Building Platform. The Research Coordinator 2 will work within a multi-disciplinary research team at Parkwood Institute being the leader of the CCNA capacity building for trainees in the area of mobility and cognition in older adults and also assisting with other research studies from the Gait and Brain Lab, such as cognitive and mobility assessments to participants.

The Research Coordinator 2 will support the conduct of the Canadian Consortium on Neurodegeneration in Aging - Training and Capacity Building Platform (CCNA-TCBP) under the direction of the Principal Investigator.

Responsibilities will include:

- 1- Coordinating the daily operations of the CCNA-TCBP
- 2- Ensuring compliance with the platform goals and objectives, overseeing the maintenance of existing databases of trainees, and reviews abstracts, paper submissions, or reports. The candidate will assign tasks and provide direction to other team members and students according to the project requirements.
- 3- Develop estimates of study time-line, resource requirements and project budgets in collaboration with research staff and/or the PI.
- 4- Oversee the design and maintenance of databases using REDCap or similar databases.
- 5- Review abstracts/paper submissions, set up account documentation, track monthly expenditures and provide regular reports.
- 6- Exercise appropriate controls monitoring, and reconciling accounts
- 7- Assign tasks, provides support, direction and coaching to team members and students according to project requirements.
- 8- Liaise with trainees, participants, research staff, and external stakeholders in the conduct of research studies inside the platform, the Research Coordinator 2 will ensure compliance with the research study protocols, research policies and regulatory requirements.

#### Essential Qualifications

- Bachelor's degree in a relevant field (e.g., social science or health research)
- Demonstrated experience with project coordination and process development in Academia or other environments
- Excellent communication skills (written and spoken) in English
- Exceptional organizational skills, ability to multi-task and prioritize
- Proficient using Excel, including creation of databases, matching between databases, and basic calculations for budgeting purposes, including projections of expenses and prorating
- Proficiency using other commonly used software programs (Word, PowerPoint, etc)
- Demonstrated ability to take initiative, work independently and as a team member in a fast paced, challenging environment. Time management and supervision skills are essential
- Knowledge or certification in Good Medical Practices and ethics
- Preferred qualifications

- Master's degree in a relevant field (e.g., social science or health research)
- Experience in organizing scientific/educational meetings and/or conference planning
- Three years of recent experience conducting clinical research studies, industry sponsored and/or investigator-initiated studies
- Certificate or diploma in Clinical Trials Management, an asset
- Designation in SOCRA, ACRP, an 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.*