



Research Admin Coord - 1 position	Posting #: 56943
Lawson	Posting Date: July 28, 2026
Parkwood Institute Main - London, ON	Submission Deadline: August 03, 2026
Full Time	Jennifer Pasichnyk, Human Resources
Non-Union	Salary Range: \$31.52 - \$39.40 /hour

The successful candidate will work under the direction of the Manager, Research Operations in the role of Research Administrative Coordinator? to support the Clinical Trials Transformation Initiative by providing centralized administrative, regulatory, financial, project coordination and workflow tracking support for clinical trial activation and delivery.

Responsibilities may include 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. Assist with research budget creation, monitoring, and assist with grant and funding applications. Support policy and process creation, and compliance with regulatory requirements. Maintain 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.

Essential Qualifications

- Ability to collaborate with researchers and hospital staff
- Completion of a three-year full-time specialization post-secondary in relevant area of study or equivalent education and experience required
- Proven flexibility with a high level of initiative and self-direction
- Knowledge of the phases of a research and project cycle
- 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
- 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.*