

## B.C. Centre for Excellence in HIV/AIDS (BC – CfE)

### JOB DESCRIPTION

**TITLE:** Assistant Project Coordinator (Prince George) **RATE:** TBD

**SITE:** BC Centre for Excellence  
St. Paul's Hospital

**DEPT/PROGRAM:** Population Health & Epidemiology

**Application Deadline:** January 21<sup>st</sup>, 2011

#### 1.0 JOB SUMMARY

Working under the Principal Investigator and the Project Coordinator, the Assistant Project Coordinator assists in the development and implementation of various studies involving HIV and AIDS.

#### 2.0 QUALIFICATIONS

##### 2.1 Education, Training and Experience

- Two years of related professional experience in a health research setting
- Experience in organizing/coordinating research projects and/or grant based programs and supervising data collection
- Experience with reporting and communication systems including email
- Experience in preparing publications, documents, reports, and communication materials for distribution
- Experience in event planning and application preparation
- Experience in Microsoft Office Suite: Word, Excel, PowerPoint

##### 2.2 Skills and Abilities

- Knowledge of qualitative and quantitative research practices
- Theoretical knowledge of social determinants of health and Public Health practices
- Knowledge of research design and methodology
- Ability to use organizational and management tools
- Exceptional communication and interpersonal skills, including ability to communicate clearly and effectively in person and by telephone; tact, diplomacy and flexibility in dealing with study participants, research staff and academic researchers
- Ability to build effective teams
- Strong analytic and planning skills

- Deadline and detail oriented
- Ability to work independently and also as a team

### **3.0 DUTIES**

- Assists with managing administrative activities associated with research projects including training and supervision of personnel, grant and budget preparation, data management and statistical analysis and adherence to applicable regulations
- Assists in preparing budgets and monitoring expenditures
- Manages database including data collection, analysis and storage
- Serves as a project liaison or “ambassador” to other departments, organizations, and government agencies
- May assist in recruiting participants and Peer Research Assistants and making presentations
- Assist with data collection
- May conduct literature searches and assist with publications
- Performs related responsibilities as required.

### **4.0 REPORTING STRUCTURE**

He/She will report to the Project Coordinator in Vancouver and the Director of the Department of Population Health and Epidemiology.

Interested parties should send a cover letter, a current CV and 3 references to [lisa@cfenet.ubc.ca](mailto:lisa@cfenet.ubc.ca), Attn: Alexis Palmer

For more information, please call 604 682 2344 ext 63237