

Data Assistant

Position Details

Position Information

Position Title	Data Assistant
Department/Unit	Pediatrics
Research Project	Canadian Centre for Vaccinology
Location	Halifax
Posting Number	GP48-20
Employee Group	Grant-Paid
Position Type	Term
Duration of Contract (if applicable)	1 year, with possibility of renewal
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	\$40,920 - \$45,911 per annum (37.5 hours per week)

About the Organization

An integrated, collaborative, interdisciplinary vaccine research team, the Canadian Center for Vaccinology (CCfV) is committed to developing, implementing and evaluating vaccine technologies and vaccines for infectious diseases that have a significant impact on Canadian and global health and training experts in these critical and evolving fields. Located in the IWK Health Centre in Halifax, the CCfV is a collaboration of Dalhousie University, the IWK Health Centre, and Nova Scotia Health Authority. For more information, please visit www.centerforvaccinology.ca

Job Summary

Reporting to the Data Manager, the Data Assistant will help develop programming systems for entry, management, and verification of clinical research data collected in surveillance and/or clinical trials.

Key Responsibilities

- Perform accurate data entry and verification, as well as monitor data entry and liaise with data entry sites to ensure data quality.
- Assist in the development of electronic data collection forms.
- Query sites and review query responses.
- Provide collaborating centres and agencies with various reports and documentation.
- Work closely with Data Manager, Data Coordinator, Project Manger, Lab Manager, and Biostatistician to discuss project details, and implement ongoing quality improvement processes; produce tabular reports of the data for Project Manager and Lead Investigator.
- Document data quality procedures and provide effective communication to management on project status, performance, and other issues.

Note

Qualifications

Post-secondary education in a related field with a minimum of two years of related experience (or equivalent combination of training and experience). Experience with electronic data capture systems is required; knowledge of and previous experience using SAS is an asset. Must possess strong analytical and problem-solving skills with meticulous attention to detail. An understanding of research ethics, in concept and practice, is an asset. Excellent demonstrated time management skills, as well as excellent oral and written communication skills are required. Experience with Microsoft Office (Word, Excel, PowerPoint, Access, MS Project) is required.

Additional Information

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a voluntary RRSP, health and dental plans and an employee and family assistance program.

Application Consideration**Diversity Statement**

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity.

Posting Detail Information

Number of Vacancies	1
Open Date	07/31/2020
Close Date	08/14/2020
Open Until Filled	No

Special Instructions to Applicant

Quick Link for Direct Access to Posting <http://dal.peopleadmin.ca/postings/4146>

Documents Needed to Apply

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter