



**the CTN**  
CIHR Canadian  
HIV Trials Network

**le Réseau**  
Réseau canadien  
pour les essais VIH des IRSC

## POSITION IDENTIFICATION

Position: Research Coordinator  
Period: One year  
Status: Starting at 0.8 FTE (30 hours/week), with potential for full time

## POSITION FUNCTION

The Research Coordinator will provide consultation and assist with developing, implementing and analysing research projects in the areas of HIV clinical trials and intervention research.

Responsibilities may include but are not necessarily limited to the following: performing literature searches and literature syntheses; maintaining current and accurate databases; meeting and event organization and support; quarterly report generation; liaising with CTN National Centre office; protocol, grant writing, and budget preparation; preparing institutional ethics applications; coordinating and organizing data collection; statistical analyses; qualitative analyses; preparing reports and presentations for diverse audiences.

## ORGANIZATION SUMMARY

CIHR Canadian HIV Trials Network is comprised of four cores (Clinical Management Sciences, Co-infections and Concurrent Diseases, Prevention and Vulnerable Populations, and Vaccines and Immunotherapies), each with one or two Core Leaders. The role of each Core is to assist in the development and execution of HIV clinical trials or intervention research relevant to the Core.

The Research Coordinator will take direction from the Prevention and Vulnerable Population Core designated Leader(s), and will report directly to the PVP Core Leader at the University of Victoria, Victoria, BC. His or her activities will support the activities of the PVP Core, and to this end, function in support of the goals of the CTN more broadly.

## MINIMUM QUALIFICATIONS

### Education/Experience

- A Master's of Science (MSc), Master's of Arts (MA), Master's of Public Health (MPH) degree, or related discipline required, preferably in the areas of clinical epidemiology or behavioural science
- Work experience in human clinical trial or intervention research
- Understanding of community-engaged and participatory research approaches
- Ability to work with Aboriginal communities and understanding of decolonizing and indigenous research approaches an asset
- Proven ability to work respectfully with community agencies and community members
- Excellent command of English, both spoken and written, with fluency in French being an asset
- High level of initiative
- Demonstrated ability to work independently as well as within a team
- Ability to exercise tact, discretion and confidentiality

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Subventionné par les Instituts de recherche en santé du Canada et commandité par l'Université de la Colombie Britannique et de l'Hôpital Saint Paul (Providence Health Care).



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- Computing skills including email; MS Word, Excel and PowerPoint; database experience
- Familiarity with qualitative and quantitative data analysis and data bases (e.g., SAS, SPSS, NVivo)
- Experience in program evaluation and implementation science would also be a definite asset
- Experience with CIHR webforms and applications and the Canadian Common CV
- Experience with managing social media and web-based meeting platforms (e.g., Instant Presenter, Go-To-Meeting) would be an asset
- Willingness to travel within Canada for meetings

Apply with a **CV**, a **sample of writing, illustrations of research projects** you have been involved in, and **contact information** for three professional references by email to:

Shawna McNabb  
Research, Communications & Professional Development  
Faculty of Human & Social Development / University of Victoria  
Email: [hsrcpd@uvic.ca](mailto:hsrcpd@uvic.ca)

**Deadline for applications: 5:00pm Pacific, Wednesday, February 25<sup>th</sup>, 2015.**

All qualified individuals are encouraged to apply, though preference will be given to Canadian residents.