

**Research Assistant**  
**Temporary Full-time (0.6-0.7 FTE) for 1 year with possibility of continuation**

**Couples and Sexual Health Laboratory, Dalhousie University**

**Salary: \$15 per hour + benefits**

**Posting Date: March 1 2017**

**Union Status: Non-Union, Grant Paid**

**Closing Date: March 21 2017**

**Start Date: anticipated to be MAY 8, 2017**

**Position Summary:** One (1) temporary full-time (0.6 to 0.7 FTE based on a 40 hour work week) Research Assistant position for 1 year with the possibility of continued part-time work (to be determined at a later date).

The Research Assistant will provide research and administrative support to Dr. Natalie Rosen, clinical psychologist and Assistant Professor in the Department of Psychology and Neuroscience. The primary responsibility of the Research Assistant will be assisting with the participant recruitment and data collection among other duties on a number of ongoing small and large-scale projects with funding from CIHR, NSHRF, and the IWK. These projects relate to Dr. Rosen's program of research exploring psychological and interpersonal aspects of women's pain and sexuality and couples' romantic relationships. The Research Assistant will report to Dr. Rosen and will be expected to work collaboratively with other members of the Couple and Sexual Health laboratory ([www.natalieorosen.com](http://www.natalieorosen.com)), which includes a multidisciplinary team of research collaborators, trainees and staff, including post-doctoral fellows, graduate students, undergraduate students, research and administrative staff.

**Research Assistant's tasks will include, but are not limited to:**

Ethics: Involvement in preparing, writing, organizing, and submitting ethics revisions or amendments to the IWK Health Centre's Research Ethics Board and Dalhousie University as applicable.

Participant recruitment & data collection: Coordinating recruitment strategies (e.g., newspaper and online advertisements, posters, flyers to medical offices, social networking sites etc.). The Research Assistant should have flexible availability to recruit, consent, and begin data collection with eligible participants; involves screening of potential participants, following the consent process, administering online questionnaires, and coordinating gynaecological examinations; organizing data and files, and entering and maintaining data in databases.

Data collection & follow-up: Maintaining excellent professional relations with participants and ensuring long-term involvement in the studies through regular contacts over email and telephone; continuing data collection and follow up with the enrolled participants including, continuing consent discussions, administering online questionnaires, organizing SPSS data and files, and entering data into databases.

**Other research related tasks and assistance as they arise, including but not limited to:**

- Project management and associated administrative assistance (e.g., coordination of study materials; organizing meetings/appointments; managing telephone and email messages; managing mail; filing; photocopying; faxing; etc.)
- Preparation of SPSS files for data analyses
- Writing (e.g., sections of grants, letters, etc; literature searches, formatting of research presentations and posters, etc.)

**Necessary skills and abilities:**

- Professionalism and excellent interpersonal skills, ability to interact well with team members as well as women and couples who are dealing with conditions (i.e. sexual dysfunction, depression) of a highly sensitive nature. Comfort with discussing issues related to sexuality is essential.
- Ability to prioritize workload, work flexibly, multitask, and meet time-sensitive deadlines.
- Excellent attention to detail and organizational skills.
- Ability to work independently and also collaboratively within a team structure.
- Strong problem solving skills and good professional judgment.
- Ability to communicate effectively and efficiently, both verbally and in writing.

**Qualifications:**

- Undergraduate bachelors degree in psychology (honours preferred) or health-related discipline.
- Some flexibility in work times and days required. Can be discussed with Dr. Rosen upon application.
- Research experience with health populations is an asset.
- Clinical experience (could be related to research) in a health centre environment is an asset.
- Demonstrated ability to establish rapport and effectively communicate with adults around sensitive topics or under stressful circumstances is an asset.
- High degree of computer literacy and Internet resourcefulness and advanced working knowledge of computer programs (e.g., Macintosh Apple, Microsoft Office Suite, Adobe Acrobat, etc.). Some **experience with SPSS is required**.
- Good working knowledge of office equipment (i.e., computers, fax, photocopier, scanner, telephone systems, etc.).
- Ability to maintain confidentiality of information required.

**Application Requirements:** Applicants should submit a cover letter, CV, and unofficial transcripts (if applicable) as well as the names and contact information for TWO references to Dr. Natalie Rosen, [nrosen@dal.ca](mailto:nrosen@dal.ca). Inquiries about the position can be sent to Dr. Rosen at [nrosen@dal.ca](mailto:nrosen@dal.ca).

Successful Applicants may be required to provide a criminal record check (including Vulnerable Sector Search) to Human Resources at the IWK Health Centre before starting employment and assume any associated costs as a condition of employment. In addition, proof of applicable education and NS registration is required as a condition of employment.