Position: Project Coordinator, Dementia Aging Technology Engagement Lab
Immediate Supervisor: Director, Dementia Aging Technology Engagement Lab
Terms of employment: Casual, full-time
Location of work: 550 University Avenue, Toronto, ON M5G 1V7 (hybrid working conditions during COVID-19, remote and onsite based on schedule).
Application Method: Please submit your application including cover letter and resume to Arlene Astell via email, arlene.astell@utoronto.ca. Applications will be open until filled.

About Our Research Lab

The Dementia Aging Technology Engagement (DATE) Lab is led by Arlene Astell, PhD, CPsych. DATE lab is recognized internationally for our research to promote positive attitudes towards and experiences of ageing. We use participatory, human-centered approaches to understand the technology needs of older adults, including people living with dementia, to support their independence and well-being.

The Opportunity

Under the general supervision of the Director, the Project Coordinator is responsible for the day-to-day operations of projects conducted within the DATE lab. Primarily the Project Coordinator will assist with an existing international project testing a new touchscreen application, with partners in Italy, The Netherlands and Switzerland. This will include local recruitment in Canada as well as coordination of the field trial. This is a key role in fostering and maintaining positive relationships with project partners and partner related activities. The successful applicant will also have opportunities to assist with activities related to pre-award, research and post award activities in the DATE lab, including other projects – further information about current projects can be found on the DATE lab website: https://www.date-lab.com/

Duties and Responsibilities:
- Working with project partners to developing project schedules including timelines, deliverables, milestones, critical pathways and reporting.
- Creating and implementing local recruitment strategy and supporting partners in recruitment and conducting field trial.
- Evaluating, assessing and selecting methods of data collection and analyses for research
- Drafting funding applications, coordinating the preparation of submission materials, and verifying that submission materials meet agency standards.
- Drafting and submitting documented procedures to research ethics boards.
- Designing, pre-testing and formatting surveys, interviews and other data collection tools.
- Analyzing data, drafting summaries of project results, including statistical reports and preparing summaries for knowledge transfer purposes.
- Creating and/or editing knowledge transfer materials (e.g., manuscripts, presentations, reports).
- Presenting research and relevant research findings at conferences.
- Conducting systematic and other types of literature reviews.

- Synthesizing technical, qualitative and contextual research data.
- Training others on research methods and data analyses.
- Checking projects for adherence to ethical and privacy requirements including trainee led projects.
- Directing activities of casual staff and trainees when needed as well as addressing day to day project and lab related activities.
- Liaising with agencies, collaborators, industry sponsors, faculty, and other stakeholders regarding funding

Required Qualifications
Education:
- Master's degree in psychology, neuroscience, rehabilitation science, epidemiology, health promotion, social science, or an equivalent combination of education and experience.

Experience:
- Minimum three (3) years of relevant experience, including experience in research related coordination, grant development/submission, study implementation and research ethics submissions.
- Experience with qualitative and/or quantitative research methods.
- Experience managing research projects, coordinating research protocols (including factors related to data collection, confidentiality, ethics, data security, and informed consent).
- Experience critiquing study designs and statistical methods.
- Demonstrated experience in writing and editing, including some combination of research writing, grant writing, journalistic writing (newsletters, newspaper articles, etc.), business writing (procedural reviews, summary reports, annual reports, etc.).
- Experience conducting literature searches.
- Experience providing administrative support to lab members. Knowledge of and experience with dementia research an asset.

Skills:
- Extensive knowledge of Microsoft Office (Word, Excel, PowerPoint, Access, Outlook).
- Working knowledge of reference management programs (e.g., EndNote, RefWorks, ProCite, Covidence). Knowledge of SPSS, NVIVO, SAS, web-based content management programs and interactive meeting applications and Blackboard would be an asset.
- Demonstrated skill and ability in data manipulation, management, and statistical analysis.

Diversity Statement: We are an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Please note, only qualified candidates selected for an interview will be contacted.

Accessibility Statement: University of Toronto is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

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