



Research Assistant

SALARY INFORMATION: Salary according to University guidelines and commensurate with qualifications and experience.

PURPOSE: To assist with a large population based study of farm injuries in Saskatchewan.

NATURE OF WORK: The incumbent will report to the project manager. Responsibilities will include: (1) record management, (2) data entry, (3) data quality control and (4) other clerical and organizational duties as required by the project.

ACCOUNTABILITIES: The incumbent will work with a team to develop the data entry and management protocols. The work will be completed according to established timelines. The incumbent will attend weekly research team meetings and other meetings as needed.

QUALIFICATIONS:

Education: A Bachelor degree in Science, Education or Social Sciences is required.

Experience: Ability to work efficiently in a team environment; ability to meet deadlines; ability to organize large amounts of material; knowledge of the research environment; proven capacity to adapt to new software programs.

Skills: Intermediate computing skill is essential. Familiarity with Microsoft Office programs is essential. Strong organizational skills and excellent communication skills both verbal and written are required.

Submit a cover letter, resume and three references by February 10, 2012 to:

Iris Rugg, Administrator, Canadian Centre for Health & Safety in Agriculture
University of Saskatchewan
103 Hospital Drive, PO Box 120, Saskatoon, SK, S7N 0W8
Fax (306) 966-8799 or email iris.rugg@usask.ca

Only individuals to be interviewed will be contacted.