Student Research Assistant Opportunity at MCHP

The Manitoba Centre for Health Policy (MCHP) is a research unit in the Department of Community Health Sciences at the University of Manitoba (Bannatyne Campus). MCHP is looking to hire a student research assistant for research grant proposals and projects about population health and wellbeing. For more information about MCHP, go to https://umanitoba.ca/manitoba-centre-for-health-policy.

• Start date: Flexible
• Hours per week: 0-35 (during regular office hours)
• Hourly Rate: Dependent on education

Skills, Qualifications and Experience Required:

• In latter years of undergraduate program or in early stages of graduate level degree in a relevant field
• Advanced experience using MS Excel, Outlook, Power Point, Teams and Word
• Experience with creating and formatting graphs, tables, posters and presentations
• Basic familiarity with statistical output and experience translating output into graphs and tables
• Experience with citation in Word and familiarity with reference management software such as Mendeley
• Experience using health or social sciences library databases to conduct literature searches and reviews
• Experience with data entry and error checking
• Experience with following direction and working independently with minimal supervision
• Detail-oriented and accurate completion of tasks
• Excellent written and verbal communication skills
• Good time management skills
• Willingness to learn new skills/software as needed
• Familiarity with Power BI, an asset

Duties may include:

• Creating and editing graphs and tables from SAS output in Excel and Power BI; incorporating into presentations, posters, documents, and Power BI dashboards
• Assisting with the preparation of materials for publications, presentations, and workshops
• Proofreading manuscripts and presentations
• Conducting literature searches and summaries; compiling materials for literature reviews
• Managing citations and reference lists in Word and Mendeley
• Assisting with obtaining and reviewing records of ethics and data access approvals for research projects
• Assisting with the organization and update of information for grant proposal submissions
• Helping maintain project and process documentation
• Attending team meetings and taking meeting notes
• Entering data into Excel Spreadsheets and Access databases
• Archiving hardcopy and digital files
• Other duties as assigned

Please submit a cover letter and resume via email to Ina Koseva by April 22/22.

Ina Koseva, Lead Coordinator, Research Lab
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