

## Job Posting:175781 - Position: S26 Research Assistant 175781

Co-op Work Term Posted:	2026 - Summer
App Deadline	01/16/2026 09:00 AM
Application Method:	Through UBC Science Co-op
Posting Goes Live:	12/03/2025 09:11 AM
Job Posting Status:	Approved

### ORGANIZATION INFORMATION

Organization	BC Children's Hospital Research Institute
Address Line 1	Room K3-147 Ambulatory Care Building
Address Line 2	4480 Oak St.
City	Vancouver
Postal Code / Zip Code	V6M 3V4
Province / State	BC
Country	Canada

### JOB POSTING INFORMATION

Placement Term	2026 - Summer
<b> Job Title <b>	S26 Research Assistant 175781
Position Type	Co-op Position
Job Location	Vancouver, BC
Country	Canada
Duration	16 months
Work Mode	In-Person
Salary Currency	CAD
Salary	3000.0 per month for 37.5 Major List
Job Description	

### JOB IDENTIFICATION: RESEARCH ASSISTANT

Present position classification: **RESEARCH ASSISTANT (Co-op Student)**

Faculty: **MEDICINE**

Department/location **Department of Pediatrics, Division of Neurology, BC Children's Hospital, UBC**

Salary: **\$36,000/year**

### JOB SUMMARY

We are seeking a research assistant for a multidisciplinary position with the Division of Pediatric Neurology. The research assistant will join a team of physicians, the Neurosciences Program Director, the Neuromuscular Research Manager, and several research coordinators to assist with various clinical research projects in the division.

The research assistant will be working alongside the following researchers:

Dr Mary Connolly, Dr Kathy Selby & Dr Michelle Demos. Exceptional organizational skills, as well as high degree of motivation, enthusiasm, and initiative are required for this position.

## **ORGANIZATIONAL STATUS**

Reports to the Principal Investigator (PI), Neurosciences Program Research Director, and the Neuromuscular Diseases Research Manager. Works with the Principal Investigator, research director, research manager, consultants in statistics, imaging and computing, and clerical staff.

## **WORK PERFORMED**

The RA will be working on number of grant funded, academic projects as well as industry funded clinical trials related to neurological disorders in children and youth.

The duties include:

- Reviews charts
- Completes Case Report Forms, pertaining to data collection and patient tracking
- Designs spread-sheets in collaboration with the Principal Investigator and enters data
- Testing the performance of the aforementioned project database and reporting problems
- Identify incomplete data collection to the PI, Research Director or Research Manager
- Maintaining and organizing the study patient log, case report forms and other important project-related files
- Call families of enrolled patients to arrange follow-up visits
- Ensures that the studies are performed according to ethical guidelines and GCP
- Maintains appropriate regulatory documentation
- Reports on Adverse Events and Serious Adverse Events using the appropriate modes of communication and documentation
- Reviews data results with principal investigators
- Maintaining up-to-date records of study numbers and follow-up exams
- Assist other individuals/students in data collection
- Organizing regular meetings of study team members
- Assist the PI and the Research Manager in maintaining ethics approvals

## **PROFESSIONAL RESPONSIBILITIES**

The Research Assistant is required to conduct the research activities in an ethical manner. Any procedures or data recorded as part of a trial must be accurate and must accurately reflect the work performed. Strict confidentiality of all study participants must be adhered too. All activities involving participants are accountable to the Research Director, Principal Investigator, the Division Head, and the Research Assistant's governing professional organization.

## **SUPERVISION**

Most of the work will be done independently; however, the Principal Investigator(s) and the Research Director supervise all projects.

### **WORKING CONDITIONS**

The Science Researcher will be allocated work space within the Neurosciences Research offices at BC Children's Hospital.

### **DURATION**

Duration: 16 months, starting in May 2025 until August 31, 2026.

### **SALARY:**

\$36,000/year or \$3,000/month

### **EXPECTED WORKING HOURS:**

Expected working hours: Full time (37.5 hours/week). **The work is going to be in-person, on site.**

**HYBRID WORK MODEL is not available for this position.**

**This role is a firm 16-month position per the employer**

### **Job Requirements**

### **MINIMUM QUALIFICATIONS/SKILLS**

Undergraduate science student. Solid computer literacy required (i.e. MS Word, Excel, Access, PACS, and Unix). Exceptional organizational and communication skills.

**Citizenship Requirement** N/A

### **APPLICATION INFORMATION**

<b>Application Procedure</b>	Through UBC Science Co-op
<b>Cover Letter Required?</b>	Yes
<b>Address Cover Letter to</b>	Dr. Vesna Popovska