



Employment Opportunity



Job ID:	#GEN-24-03
Job Title:	Research Data Assistant
Department:	Psychology Department, Lakehead University and Human Sciences, NOSM University
Status:	Part Time, Contract (6-month renewable)
Hours of Work:	20-30hours per week
Location:	Open to discussion
Date Posted:	January 25, 2024
Closing Date:	February 8, 2024

Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit thunderbay.ca.

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

About this Job

There are two positions to fill. The positions are ideal for those with experience with managing long- vs wide-format datasets for repeated data (e.g., for daily diary studies). The positions will focus on cleaning, (re)coding, merging, and conducting descriptive analyses on data from clinical research studies.

Job Duties

- Develop a tracking system to record progress on data cleaning and analyses.
- Work with a web-based intervention software program including making manual data corrections, re-entering data when needed, and testing revisions to the data collection software.
- Process data with SPSS statistical software in large, complex, long-format data sets (i.e., multiple rows of data per participant) including identifying/correcting data errors, data cleaning

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(e.g., coding/recoding, computations, aggregating variables across rows of data, etc.), and basic descriptive analyses.

- Summarize findings into charts, graphs, and tables.

Qualifications

- Bachelor's or master's degree in psychology or a health-related discipline.
- Minimum 3 years experience with data cleaning and descriptive analyses, ideally with long-format data sets.
- Experience summarizing research findings into charts, graphs, and tables.
- Proficient in SPSS Statistical Software for data cleaning and basic descriptive analyses; experience with more advanced analyses such as regression and longitudinal data analyses an asset.
- Proficient in Microsoft software (Word, Excel); experience with Access or FileMakerPro databases an asset.
- Strong attention to detail and accuracy to ensure data accuracy.
- Highly organized, self-directed, and ability to work independently.
- Proficient verbal and written communication skills including written and spoken English.
- Demonstrated positive work record and good attendance record.
- Demonstrated knowledge of the ethics that govern the participation of human subjects in research (TCPS2 CORE-2022 Certificate of Completion required), and demonstrated ability and commitment to maintain confidentiality.

Working Conditions

- Office environment

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

How to Apply

Please submit a cover letter describing your experience managing datasets along with a curriculum vitae or resume to psmith@nosm.ca . Should you be invited for an interview, the names and contact information (including email address and phone number) of three references will be required. Review of applications will begin immediately and continue until the position is filled.

We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.



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Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8010 ext. 8334 or human.resources@lakeheadu.ca to make appropriate arrangements.