

**Master Research Assistant
EPID@Work Research Institute****Department:** EPID@Work Research Institute**Number of Positions:** 1**Term:** Until March 31, 2027, renewable depending on performance and funding**Contract:** Full-time**Start Date:** As soon as possible**Salary:** \$47,502.00 per annum, prorated based on the contract term ending March 31, 2027.**Location:** Thunder Bay Campus, **In Person ONLY**

Lakehead University, Thunder Bay Campus, invites applications for a Full-time Master Research Assistant at the EPID@Work Research Institute.

Role Summary

- The Master Research Assistant will provide direct support to the Special Project Coordinators in carrying out recruitment and data collection activities for the Northwestern Ontario Workplace and Worker Health Study (NOWWHS).
- The primary focus of this role is outreach: conducting cold calls and follow-up calls to workplaces and businesses across Northwestern Ontario to promote study participation, schedule meetings, and support the coordination of data collection activities.
- Working under the guidance of the Special Project Coordinators and the Director, the Master Research Assistant will contribute to the smooth execution of field research activities while adhering to research ethics protocols and confidentiality requirements.

Key Accountabilities**1. Workplace Outreach & Participant Recruitment**

- Conduct follow-up calls to current study participants and enrolled workplaces to support retention, address questions, confirm continued participation, and maintain engagement across longitudinal study.
- Serve as backup support to the Special Project Coordinators for cold calling activities to workplaces and businesses when required.
- Maintain accurate and up-to-date records of all follow-up contacts, participant responses, and retention status using study tracking systems; flag any concerns regarding participant dropout or non-response to the Special Project Coordinator.

2. Research Support & Data Collection

- Assist the Special Project Coordinators with organizing and executing on-site and remote data collection activities at workplaces across Northwestern Ontario.
- Support data entry, processing, and basic quality checks to ensure accuracy and completeness of collected data.
- Assist with the preparation and distribution of study materials including information packages, consent forms, and surveys.

- Participate in team meetings, debriefs, and other research activities as required.

3. Research Ethics & Confidentiality Compliance

- Adhere strictly to Research Ethics Board (REB) protocols and confidentiality requirements throughout all study activities.
- Handle all participant information with the highest degree of professionalism and discretion, always maintaining confidentiality in accordance with study protocols and applicable privacy regulations.

Requirements / Qualifications

- Bachelor's degree in health sciences, Psychology, Sociology, Public Health, Social Work, or a related field. (An equivalent combination of a 2-year college diploma and relevant hands-on research or administrative experience will also be considered).
- 1+ years of experience in research support, telephone outreach, participant recruitment, customer service, or community relations.
- Demonstrated strong ability or willingness to conduct cold calls and telephone-based outreach; comfort engaging with diverse workplace stakeholders in a professional manner.
- Excellent oral and written communication skills in English; clear, confident, and professional telephone manner is essential.
- Strong interpersonal and relationship-building skills with the ability to represent the Institute positively to external contacts.
- Strong organizational skills with attention to detail; ability to maintain accurate records and manage multiple contacts simultaneously.
- Proven ability to work both independently and collaboratively as part of an interdisciplinary team.
- A high degree of professionalism and discretion is required; all participant and organizational information must be handled in strict confidence at all times.

Assets (Optional / Preferred)

- Knowledge of research processes and experience with or understanding of Research Ethics Board (REB) protocols.
- Prior experience with longitudinal research studies or workplace-based health research.
- Familiarity with research databases or electronic tracking systems (e.g., REDCap, Excel databases).
- A valid G-class driver's license is an asset.

Research Environment

- EPID@Work is a dynamic, well-funded interdisciplinary research institute at Lakehead University conducting research in three main areas: mental health in the workplace; equity, diversity, inclusion, and accessibility (IDEA); and knowledge mobilization and implementation (KMI).
- The NOWWHS study focuses on understanding workplace health and worker wellbeing across Northwestern Ontario, engaging a broad range of community businesses and organizations as research partners.



Enhancing the Prevention of
Injury and Disability at Work
(EPID@Work)
Lakehead University

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e: epid.hbsc@lakeheadu.ca

- The successful candidate will join a collaborative, mission-driven team of researchers, coordinators, and students, gaining hands-on experience in applied occupational health research.

Application Process

- Interested applicants are invited to submit a single PDF document containing a cover letter, resume, and the contact information of three professional references to email: epid.hbsc@lakeheadu.ca
- A completed Confirmation of Eligibility to Work in Canada form must accompany your package.

About EPID@Work Research Institute

Established in 2018, the mandate of EPID@Work is to bring people together to reduce work-related injury and disability through collaborative applied research and provision of education to enhance knowledge related to injury and disability. The Institute recently became a partner with the Ministry of Labour, Immigration, Training, and Skills Development and holds a seat at the Ministry's Prevention Research Partner's Table. Information generated from our research informs practice and policies aiming to improve health and social outcomes in Northwestern Ontario and beyond. More information on the EPID@Work Research Institute is available at <https://www.lakeheadu.ca/centre/epid>.

Lakehead University is a comprehensive, research-intensive university, founded in 1956, with a reputation for innovative programs and cutting-edge research. With 11 Canada Research Chairs, 338 full-time faculty members, 13 research centers, 38 graduate programs (over 1300 graduate students), and external research funding that has increased 62.5% in the last 15 years, Lakehead's sustained development in research is clear. As a result, for five years in a row (2015 to 2019) Lakehead University was named Research University of the Year in Canada by Re\$earch InfoSource in our peer group category. Re\$earch InfoSource also ranked Lakehead first among undergraduate universities in Canada for our total amount of funding from non-profit partners for the period from 2013 to 2017.

The health and wellbeing of our employees is of the utmost importance to us. Lakehead University encourages and supports our employees in prioritizing their own wellbeing. To support our employees in balancing their working and personal lives, whether working traditional hours in the workplace or remotely, we have implemented a Disconnecting from Work Policy to encourage employees to disconnect from work outside of their working hours.

Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, members of racialized groups/visible minorities, Indigenous persons and persons with disabilities, and persons of any sexual orientation, gender identity or gender expression. Lakehead University is committed to an environment of open access to employment opportunities. Accommodations are available for all applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at (807) 343-8334. We appreciate your interest; however, only those selected for an interview will be notified.

