

**RESEARCH PROJECT COORDINATOR POSITION  
YORK UNIVERSITY**

<b>Job Information</b>	
Position Title	Research Project Coordinator
Term of Contract	August 1, 2021 to July 31, 2023, inclusive. 30 hours per week.
Duration	2 years, with the possibility of renewal
Supervisor(s)	Dr. Christine Till
Unit	Department of Psychology, Faculty of Health
Location	York University, Toronto
<b>Position Description</b>	
<p>We are currently looking for a Research Project Coordinator to join the Till Lab at York University in Toronto. This lab provides an opportunity to work in a highly collaborative and rewarding environment. We conduct research on children’s environmental health and neuropsychology. More information about our research team can be found at: <a href="https://tilllab.wixsite.com/mysite-2">https://tilllab.wixsite.com/mysite-2</a></p>	
<b>Key Responsibilities</b>	
<p>The Research Project Coordinator will <b>assist with administrative tasks</b>, including REB applications, grant preparation, scheduling meetings, taking minutes when required, and updating the lab website. The Research Project Coordinator will <b>provide support to trainees</b> in the lab by assisting with database management, data analyses, literature searches, manuscript preparation, and knowledge translation efforts. The Research Project Coordinator will have opportunities to contribute to research projects in collaboration with our research team.</p>	
<b>Skills and Qualifications</b>	
Educational Qualifications	Candidates should have an undergraduate degree in Psychology, Epidemiology, Public Health or another relevant discipline with previous research experience and interest in environmental health and/or children’s health.
Training/Experience Required	<ul style="list-style-type: none"> <li>• Strong written and oral communication skills with proficiency in English</li> <li>• Exceptional organizational and time management skills</li> <li>• A minimum of 2 years research experience</li> <li>• Ability to effectively interact and collaborate with senior level scientists</li> <li>• Ability to effectively analyze and integrate multiple forms of information</li> <li>• Excellent presentation and leadership skills</li> <li>• Preference will be given to candidates who have advanced skills in statistics.</li> <li>• We are looking for a candidate who thrives in a collaborative environment, is detail-oriented, creative, works independently, and takes a proactive approach to learning.</li> </ul>

## Terms and Conditions

The term of the appointment is from August 1, 2021 to July 1, 2023, inclusive. The work week will be 30 hours and the appointment is subject to a three-month probationary period concluding on November 1, 2021. During the probationary period, your employment may be terminated upon providing you with one week's written notice.

## How to Apply

Please email the following documents to Dr. Christine Till ([ctill@yorku.ca](mailto:ctill@yorku.ca)):

- A cover letter explaining **why you are applying** to the position and **why you would be particularly suited** to it.
- Curriculum Vitae
- Names, positions, and contact details of two professional references.

Application materials will be reviewed as they are received, and well-qualified candidates will be contacted for a video interview.

**Additional Information:** All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, religion, color, national origin, age, sex, sexual orientation, disability status, or any other characteristic protected by applicable law.