

## Research Coordinator

**Type of employment:** Part-time or full time (minimum 20h/week, maximum 35h/week).

**Salary range:** 25,000-42,000 and increased progressively based on performance.

**Start:** As soon as possible.

**Duration:** 1 year (renewable)

**Place of work:** [Memorylab](#) (Jewish Rehabilitation Hospital)

The memory laboratory, located at JRH and directed by Dr. Marc Roig (McGill), is looking for a research coordinator. The lab carries out studies on exercise, memory and brain plasticity in healthy individuals and people with neurological conditions such as Parkinson's and Stroke. Methods used include transcranial magnetic stimulation, electroencephalography, polysomnography, sensory and behavioral assessments, genetics, and blood analysis.

### **Main tasks**

- Coordinate the preparation of grant applications, revise research protocols and participate in the development and monitoring of budgets.
- Prepare ethics applications requests and communicate with the ethics review board to respond.
- Organize and participate in the collection of data (testing) in healthy participants as well as clinical populations.
- Assist in the recruitment of participants and support the students in their research activities.
- Organize maintenance and purchase material necessary to conduct research experiments
- Plan and coordinate the agenda of laboratory activities and student supervision (e.g., lab meetings; project and student follow-up).
- Assist in keeping the laboratory website updated.

### **Education, experience, and professional skills**

- High level of both written and spoken French and English.
- BSc, Masters or PhD in neuroscience, physical/occupational therapy, kinesiology, psychology, biomedical sciences, or related field.
- Good knowledge of word, excel and basic computer skills.

**Personal skills:**

- Team spirit
- Excellent organizational skills.
- Flexibility.
- Interested in clinical research.
- Excellent oral and written communication.
- Autonomous.
- Sense of initiative.
- Dynamic.

The MEMORY-LAB has a pro-active position in the promotion of equity, diversity and inclusion in research and academia. The laboratory offers an equitable and inclusive training environment to attract highly qualified personnel, regardless of their race, gender, sex, religion, sexual orientation and/or personal situation. Currently the laboratory has a good gender balance with 5/4 women/men. We come from different socio-economic and cultural backgrounds, have different nationalities, race, and speak different languages. In the past, special accommodations have been made for personnel requesting maternity/paternity leaves. The laboratory welcomes applications from racialized persons, visible minorities, women, indigenous persons, persons with disabilities, ethnic minorities, as well as LGBTT2SQ\* persons.

If interested, please submit your application including a short curriculum vitae and cover letter to Dr. Marc Roig by email: [marc.roigull@mcgill.ca](mailto:marc.roigull@mcgill.ca).