

Job Offer:
Research Coordinator
Memory and Motor Rehabilitation Laboratory, McGill



Job Description:

The **Memory and Motor Rehabilitation Laboratory** is seeking a Clinical Research Coordinator (CRC) to contribute to neuroscience and exercise research projects: <https://memorylab.ca/>.

- **Application Deadline:** March 15, 2025
- **Start Date:** July 15, 2025
- **Supervisor:** Dr. [Marc Roig](#), Department of Physical and Occupational Therapy, McGill University | CRIR-JRH Researcher

Description of Responsibilities:

- **Research Project Coordination:** Oversee participant recruitment, evaluation, and logistical management, particularly for randomized controlled trials.
- **Graduate Student Support:** Assist students with data collection and research project progress.
- **Participant Recruitment:** Identify and recruit participants for research studies.
- **Ethics Approval Submissions:** Prepare and submit necessary documents to ethics committees in compliance with regulations.
- **Grant Application Assistance:** Support the PI in preparing funding applications and updating CVs.
- **Financial Management:** Track research fund expenditures, process purchase orders, and assist with budget management.
- **Validated Scientific Assessments:** Conduct validated assessments of physical and cognitive function in clinical populations, such as stroke and Parkinson's patients.

- **Publication Opportunities:** Contribute to writing conference papers and scientific publications, as well as participate in academic activities like journal clubs.
- **Laboratory Communication Management:** Maintain the lab's communication through the website and internal platforms.
- **Lab Supplies and Logistics:** Assist in procuring equipment and managing lab logistics.

Desired Profile:

Qualifications:

- Fluency in **French and English** is essential.
- Occasional evening and weekend availability is required.

Assets:

- **Education:** Bachelor's degree in neuroscience, psychology, health sciences, rehabilitation, or a related field (Master's preferred).
- **Experience:** Clinical research, project management, or lab coordination experience is an asset.
- Strong teamwork, organizational, and priority management skills.
- Experience working with older or clinical populations.
- Financial administration skills.
- Familiarity with research ethics platforms (e.g., Nagano, McGill).
- Knowledge of techniques like electroencephalography (EEG) and transcranial magnetic stimulation (TMS) is a plus.
- Experience with WordPress website design and Microsoft Office Suite.

Attractive Benefits:

- Flexible schedule
- 14 paid vacation days
- Enriching experience in a dynamic, multidisciplinary research environment
- CV-building opportunities with publications and new skills
- **Work schedule:** 70 hours over 14 days

- **Salary:** In accordance with CISSS Laval salary scales, based on experience and qualifications
- **Location:** Jewish Rehabilitation Hospital (JRH), 3025 Alton-Goldbloom, Laval, QC, H7V 1R2

How to Apply: Interested candidates should submit their CV and cover letter to:
ashante.bon@affiliate.mcgill.ca

Only shortlisted candidates will be contacted for the selection process.