

Job Posting: Clinical Research Coordinator, Memory and Motor Skills Laboratory, McGill



Job Description: The Memory and Motor Skills Rehabilitation Laboratory is looking for a Clinical Research Coordinator (CRC) to contribute to research projects in neuroscience and clinical practice: <https://memorylab.ca/>.

- **Lab director:** Dr. Marc Roig, Department of Physical and Occupational Therapy, McGill University | CRIR-JRH Researcher
- **Application Deadline:** November 15th, 2026
- **Start date:** February 1st, 2027

Job description:

- **Coordination of research projects:** Ensure the recruitment of participants, the evaluation and logistical management of projects, especially for randomized controlled trials.
- **Postgraduate Student Assistance:** Assist students in data collection and the advancement of their research projects.
- **Participant Recruitment:** Target and recruit participants for research projects.
- **Submission of Ethics Approval Applications:** Draft and submit the necessary documents to the Ethics Committees, in accordance with current standards.
- **Assistance with the submission of grants:** Assist the PI in the submission of funding applications and the updating of the CV.
- **Financial Management:** Track research fund expenditures, process purchase orders, and contribute to budget management.
- **Validated Scientific Evaluations:** Conduct validated assessments of physical and cognitive function in clinical populations, such as patients with stroke or Parkinson's disease.
- **Publication Opportunities:** Participation in writing articles for scientific conferences and publications, as well as other scientific activities such as journal clubs.
- **Laboratory Communication Management:** Manage laboratory communication through the website and internal platforms.

- **Laboratory Procurement:** Contribute to the procurement of equipment and the logistical management of the laboratory.
- **Support for experimental studies:** Assist in the completion of data collection activities, including sleep and brain stimulation experiments.

Profile requirements:

Qualifications :

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

Assets:

- **Academic level:** Bachelor's degree in neuroscience, psychology, health sciences, rehabilitation, or relevant field, with a preference for a master's degree.
- **Experience:** Experience in clinical research, project management or laboratory coordination is an asset.
- Ability to work in a team, rigor, organization, and priority management.
- Experience with elderly or clinical populations.
- Financial administration skills.
- Familiarity with research ethics platforms, such as Nagano, or McGill.
- Knowledge of techniques such as electroencephalography and transcranial magnetic stimulation is a plus.
- Experience in web design with WordPress and the Office suite.

Advantages:

- Flexible schedule
- 14 days of paid leave
- Enriching experience in a dynamic and multidisciplinary research environment
- Exceptional resume enhancement opportunities, including publications and the acquisition of new skills
- **Work schedule:** <70 hours over a 14-day period

- **Salary:** In accordance with CISSS Laval salary scales, based on experience and qualifications. ~\$50,000 per year, with annual increases.
- **Location:** Jewish Rehabilitation Hospital (JRH), 3025 I. Alton-Goldbloom, Laval, QC, H7V 1R2.

Interested candidates are invited to submit their CV and cover letter to:
memory.lab.mcgill@gmail.com

Only those selected will be contacted for the selection process.