**JOB DESCRIPTION**

**POSITION NUMBER: [**don’t need to fill out unless you know it]

**BUSINESS TITLE:** *name of the position*

**EMPLOYMENT GROUP:** *Tech/Res Assts, M&P, etc.*

**VP/FACULTY:** Faculty of Medicine

**DEPARTMENT:** Obstetrics & Gynaecology

**JOB SUMMARY**

The primary focus of this position will be …..

# ORGANIZATIONAL STATUS

The [position name] will be supervised by and report to the ….

# WORK PERFORMED

The [position name] will be responsible for:

**CONSEQUENCE OF ERROR**

The Research Assistant is required to conduct …

# SUPERVISION RECEIVED

Most aspects of work will be done independently, while other aspects…

# SUPERVISION GIVEN

There may be an opportunity to supervise … (or “No supervision given”)

# QUALIFICATIONS

[will include minimum qualifications as per the particular job family and in addition, any specifics to the particular job]. **Example:**

High School graduation. University degree preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Health sciences research experience preferred. Minimum of 2 years related experience or the equivalent combination of education and experience. Knowledge of research environment an asset. Exceptional organizational and interpersonal skills.

* Ability to effectively use MS Word, MS Excel, MS Outlook, Adobe, Skype, SPSS and REDCap at an intermediate level.
* Ability to effectively manage multiple tasks and priorities.
* Ability to communicate effectively verbally and in writing.
* Ability to maintain accuracy and attention to detail.
* Ability to work effectively independently and in a team environment.