

## **Research Assistant Positions – McGill University (June 2010)**

Recognized as one of the top medical schools in North America, the Faculty of Medicine at McGill University seeks two Research Assistants to work in the area of Canadian postgraduate medical education. The research project on which they will work aims to identify: key issues/challenges in the academic environment; major emerging trends or issues that impact postgraduate medical education; institutional responses to these issues; and, innovative approaches to postgraduate medical education in Canada and several international contexts.

### **Responsibilities:**

- Undertake a review of the peer-reviewed and “grey” literatures (national and international) on post-graduate medical education
- Together with the research team, develop a list of research topics and a sample of key national stakeholders, create a research framework and write interview protocols
- Write timelines, commit to, and meet project management deadlines
- Write an IRB protocol and consent letters, and obtain consent
- Organize, schedule and conduct interviews with key national stakeholders (by telephone or in person, where feasible).
- Code transcripts, conduct in-depth thematic analyses of responses, and identify key priorities emerging from the interviews
- Create, organize and maintain databases of literature and qualitative data
- Synthesize the literature and interview findings
- Prepare a draft synthesis report that blends literature and qualitative findings, highlights major emerging themes, and summarizes key findings

### **Qualifications:**

- Experience conducting educational research, especially in higher education
- Demonstrated knowledge of current issues in education, preferably in postgraduate and/or medical education
- PhD in education, health sciences, social sciences or educational research methods , or MA or Med with significant research experience in a related field
- Familiarity with software such as NVivo, Xcite, EndNote or RefsWorks
- Experience in project management, including skills in setting priorities and meeting deadlines
- Excellent research, analytical and writing skills
- Accuracy and attention to detail
- Highly-developed interpersonal and communication skills
- Experience with stakeholder relations, liaison and coordination at varying organizational levels
- A forward-thinking, open-minded approach/sensibility

- Sense of motivation and ability to work independently
- Willingness and ability to work flexible hours, including some travel if necessary
- Bilingual (English, French)

**Start Date:** We are looking to hire as soon as possible, and this position will continue until March 31, 2011.

**Work hours:** These positions can be held both part-time or full-time. Please indicate your preference on your cover letter.

**Remuneration Rate:** Remuneration rates will be in line with typical McGill rates.

**How to Apply:** Interested parties should send a cover letter, curriculum vitae, and list of references to the email or address below.

Marie-Noel Ouellet, Administrator  
Centre for Medical Education, Faculty of Medicine, McGill University  
Lady Meredith House, 1110 Pine Avenue West, Rm 205  
Montreal, Quebec H3A 1A3  
Email: marie-noel.ouellet@mcgill.ca  
Tel: (514) 398-3346

Applications must be received no later than **June 21, 2010 at 5:00 P.M.**

*McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.*