

Job Opportunity

Position: Undergraduate Research Assistant (RA) within the Department of Psychology at York University.

Research Study: Investigating Neuropsychological Consequences of COVID-19 on Adults, and Examination of Associated Risk and Resilience Factors Study

Principle Investigator (PI): Dr. Kristina Gicas

Time commitment: 10 hrs/week for 48 weeks (i.e., 1 year accounting for vacation/leave time)

Compensation: \$19.52 (\$17.12/hour + 14% non-discretionary benefits)

Start date: September 27th, 2021

Closing date for applications: Friday, September 17, 2021, 5:00pm EST

Number of positions: 2

Job Summary

The undergraduate RA will be involved in a research study assessing the impacts of COVID-19 on neuropsychological and psychosocial functioning in adults. The RA will provide support to graduate students as well as PI and Co-PI in completion of tasks. These tasks will include recruitment, literature reviews, data entry and processing, and related administrative duties. Some tasks can be completed remotely (if desired, and if the available remote location allows for conservation of confidentiality, i.e., for confidential phone communication, etc.). However, some on-campus work will be required.

Job Responsibilities

- Assist with advertising the study on social media and conducting online outreach on social media sites such as Facebook, Twitter, and Reddit.
- Lead recruitment and participant scheduling efforts (i.e., email potential participants and conduct participant phone screening for study eligibility).
- Process online questionnaires and screening measures.
- Assist with literature reviews pertaining to research topic.
- Assist with data entry and data processing.
- Assist with knowledge translation efforts, such as preparation of conference submissions and presentations for stakeholders.
- Attend regular virtual team meetings at a mutually agreed upon time.
- Communicate regularly with graduate students and study PIs to maintain study flow.

Eligibility

The ideal candidate will be detail-oriented, well-organized, possess professionalism and good ethical judgement, and will be able to communicate effectively both in writing and verbally. They will be able to work independently as well as in a team. The ideal candidate will also be able to effectively work with individuals from diverse backgrounds.

Education:

- Must be a senior undergraduate student (at least 3rd year) or have completed a bachelor's degree or equivalent in psychology or a related field (e.g., cognitive science, kinesiology, etc.)

Experience (an asset, but not required):

- Administering and scoring standardized psychological or behavioural measures.
- Recruitment and scheduling of research participants.
- Data entry and management.
- Ethics application preparation.
- Literature search and reviews.

Skills:

- Proficiency with software including Zoom, Microsoft Office (i.e., Excel, Word, PowerPoint) and Microsoft Teams *is required*.
- Familiarity with basic statistical approaches and data analysis software (e.g., SPSS, R) *is an asset*.
- Scientific writing skills are *an asset*.

Additional Information

All research team members will be involved in meetings to allow for the opportunity for team building and the discussion and resolution of any challenges faced during the research process. All new team members will attend an introductory meeting with a supervisor to review expectations, workload, goals, and processes for conflict resolution. All team members will also attend a half-day workshop aimed at fostering an inclusive, diverse and safe workplace to take place at the outset of the research study.

Please submit an up-to-date resume and cover letter to Dr. Kristina Gicas (kgicas@yorku.ca)

We are fully committed to upholding the principles and values listed in York University's diversity statement.

The University welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), Indigenous Peoples and persons of any gender identity and sexual orientation. York University is committed to a positive, supportive and inclusive environment.

York University offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by York University regarding a job opportunity or testing, please advise if you require accommodation.

We are committed to enhancing our environmentally and socially responsible practices for the benefit of all members of the York community. Our long term perspective recognizes our responsibility to be innovators and to continually work as a community to reduce our ecological impact.