

Aging, Mobility, and Cognitive Health Lab Research Assistant – General Interest

Interested in joining the lab but don't see a good match in our current openings? Submit your CV to cogmob.research@hiphealth.ca and we will reach out to you if we are hiring for roles where you may be a great fit. See the descriptions below for the type of roles we hire for.

Work Performed

- Assist in coordination of studies, including:
 - Recruiting eligible older adults with diverse chronic conditions and comorbidities for studies related to the promotion of healthy aging
 - Development of Standard of Procedures (SOPs)
 - Scheduling participant assessments
- Assist in the delivery of exercise classes, including:
 - Teaching exercises to individuals and groups, following set protocols
 - Monitoring participants before, during, and immediately after classes to ensure their safety
- Collect and enter data according to protocol with direct supervision from the Director/Coordinator using pre-set forms and databases
- Liaises with research participants to develop and maintain relationships
- Liaises with community partners and organizations to develop and maintain relationships for the purpose of participant recruitment and knowledge translation
- Attend lab meetings and maintain ongoing communication regarding the status of participants and exercise classes
- Keep informed of the Aging, Mobility, and Cognitive Health Lab, VCHRI, and UBC policies and procedures and enforcement thereof

Minimum Qualifications

Completion of a relevant technical program or a university degree in a relevant discipline and a minimum three years of related experience or an equivalent combination of education and experience.

Knowledge, Skills & Abilities

- Knowledge of age-related changes in physical and cognitive abilities
- Knowledge of conditions such as chronic stroke, mild cognitive impairment, and different types of dementias
- Excellent attention to detail and accuracy
- Excellent aptitude for data management and organization
- Excellent oral and written communication skills
- Excellent organizational skills including the ability to manage multiple tasks
- Demonstrated ability to work independently and in a team environment
- Demonstrated ability to meet deadlines
- Demonstrated ability to work effectively with older adults from various socioeconomic/education backgrounds as well as physical and cognitive abilities
- Demonstrate ability to receive and respond to critical feedback for improving job performance
- Discretion, tact and confidentiality

- Technical proficiency using various word processing software, spreadsheet programs, presentation software, data bases and Internet
- Knowledge user of REDCap, MS Teams, and Microsoft Office
- Basic skills in statistics and literature search and synthesis