



Centre for Aboriginal Health Research

www.cahr.uvic.ca

Research Aid

The Centre for Aboriginal Health Research (CAHR) at the University of Victoria is seeking a Research Aid for a term position from August 22nd, 2011 to March 31st, 2012 (with a possibility of renewal depending on funding).

Duties will include:

- Assisting in the preparation of CAHR grant proposals
- Writing literature reviews
- Completing environmental scans
- Assisting in the preparation of CAHR publications and written reports
- Maintaining social media sites (i.e. Facebook, Twitter), as well as CAHR and Aboriginal health resource sites
- Preparing and maintaining CVs
- Compiling and distributing the weekly e-news
- Maintaining the CAHR distribution list and calculating membership statistics
- Assisting with technical aspects of monthly brown bag speaker series
- Coordinating meetings, that range from regional to international in scope

Skills and Qualifications

- Strong written and verbal skills
- Strong computer/technical skills essential
- Knowledge and experience of Aboriginal health and culture
- Knowledge and or experience of Tri-Council funding agencies (CIHR, SSHRC, NSERC), ResearchNet and common CV format are preferable

- Master's or undergraduate degree in health related discipline preferred

The ideal candidate for this position will possess a combination of knowledge in Aboriginal health, basic research skills, administrative experience and technical skills. We are looking for an energetic team player with strong follow up skills who is extremely detail oriented.

Term: August 22nd, 2011 to March 31st, 2012 (possibility of renewal)

Salary: \$2,800.00 to \$3,000.00 per month

To apply:

Please forward resume and cover letter to:

Centre for Aboriginal Health Research
Saunders Annex, Room 130 C
PO Box 1700, STN CSC
Victoria, British Columbia, Canada
V8W 2Y2
e-mail redgar@uvic.ca
fax: (250) 472-5450

Deadline for Applications: Friday, July 29th, 2011 – 4:30 pm

Pursuant to section 41 of the BC Human Rights Code, preference will be given to applicants of Aboriginal Ancestry.

The Centre for Aboriginal Health Research is a University of Victoria research centre dedicated to promoting and engaging in health research in partnership with Aboriginal peoples to improve their health.