

11/10/17

**Program Education Assistant/Research Assistant**

HAMILTON, ON

The Regional Geriatric Program central (RGPC) in collaboration with the Division of Geriatric Medicine and the Geriatric Education and Research in Aging Sciences Centre is focused on developing educational training programs that enhance the lives of older adults. The AGE-ON program is an educational program that teaches older adults how to use commonly used tablet devices. The AGE-ON program has received funding from the Social Sciences and Humanities Research Council to conduct a formal evaluation of the program.

**THE ROLE - Overview**

1. **Program Education Assistant, 70%** - The Program Education Assistant's role will be to plan sessions that create a comfortable environment for older adult learning, while teaching step-by-step instructions about the basics of tablet devices. In addition, the Program Education Assistant will be responsible to manage marketing, promoting and completing administrative duties as assigned. Flexibility is required, as additional duties may be requested to support the RGPC's initiatives.
2. **Research Assistant, 30%** - The Research Assistant will possess an understanding of the research process and research methodology, be able to work in a fluid environment, recognize and apply skills required for varying situations, and be able to manage multiple competing priorities. The Research Assistant will be responsible for assisting with various tasks related to this evaluation, as well as supporting the initiatives of the RGPC.

**Please note:** above job role percentages are approximate and are subject to change during the contract.

- Casual Contract, up to 12 months; up to 35hrs/wk. Hours are flexible.
- Starting Hourly Rate: \$18-\$22/hr.
- Based at the Regional Geriatric Program central, St. Peter's Hospital, Hamilton Health Sciences
- This position requires: strong critical thinking skills, attention to detail, engagement skills, presentation skills familiarity with the research process and research evidence, and the ability to work well independently.

**SCOPE OF RESPONSIBILITIES**

- Accountable to the Regional Geriatric Program central in partnership with McMaster University
- Directing and organizing project activities under the direction of the RGPC
- Ability to relate to older adults in this learning environment (one-on-one and group dynamics)
- Ability to work independently and is a self-directed learner
- Ability to manage multiple tasks, maintaining flexibility
- Proficient use of Microsoft office (i.e. Word, Excel and PowerPoint) and Adobe Creative Cloud (InDesign, Illustrator, Photoshop) to create and edit lessons
- Competence in using all features of commonly used tablet devices and other technologies
- Ability to use flexible approaches related to teaching techniques and lesson plans
- Effective communication skills including written, verbal and presentation skills
- Ability to tailor class content to students needs/wants.
- Responsible for research evaluations (collection, organization and collation)
- Provide program reports, contribute to annual reports

- Contributing to posters and applicable research, acting as part of a team in applying for research grants
- Marketing skills would be an asset
- Oversee original research being conducted (e.g., study participant recruitment, data collection and management)
- Maintain participant databases, data collection forms, check for errors or missing data and follow up with study participants as appropriate
- Coordinate all local aspects of the study related to managing a participant from study entry to completion of follow-up
- Ensure relevant policies, procedures, protocols, and guidelines are applied, according to various funding-specific and project-specific requirements
- Assist with preparation of scientific papers, reports, and presentations as required (e.g., abstracts, figures and tables, progress reports)
- Facilitate communication and regular correspondence with project team members with respect to project status
- Write and distribute meeting minutes to project team members as necessary
- Other duties as assigned

### **QUALIFICATIONS**

- Degree or in the process of obtaining a Gerontology degree and/or Health Science, Engineering, Communications or related field with an interest in Gerontology, with experience in primary data collection as part of a research study; Master's degree strongly preferred
- Interest in working with older adults
- **Access to a vehicle is required**, as training session locations will vary
- Proficiency with commonly used tablet devices
- Preferred: previous experience leading volunteers
- Familiarity of general technological devices (laptop, document camera, etc.)
- Excellent presentation skills
- Excellent interpersonal skills
- Evidence of project management skills would be an asset

**If interested please e-mail cover letter and resume to Kristy McKibbon, RGPc Education Coordinator, [mckibbonkr@hhsc.ca](mailto:mckibbonkr@hhsc.ca) by November 17<sup>th</sup>, 2017 by 5:00 p.m.**