



University
of Victoria

Centre on Aging

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**Data Collection Site Coordinator
Canadian Longitudinal Study on Aging (CLSA) – Victoria**

Subject to available funds

The **Centre on Aging, University of Victoria** invites applications for a **Data Collection Site Coordinator**. This full-time term position is for 1 year (based on length of grant funding) with the possibility of extension.

The Data Collection Site (DCS) coordinator will report to the CLSA Victoria site principal investigator (PI), and will be responsible for the administration of the Victoria DCS and overseeing the collection of data obtained by the Victoria DCS on the comprehensive cohort of the Canadian Longitudinal Study on Aging. The CLSA is a large, national, long-term study that will follow approximately 50,000 Canadian men and women between the ages of 45 and 85 for at least 20 years. This includes 3,000 individuals in Victoria. The study will collect information on changing social, psychological, biological, medical, and other aspects of people's lives. These factors will be studied in order to understand how they impact the maintenance of health and development of disease and disability as people age.

Key Responsibilities include:

1. Recruit Victoria DCS staff;
2. Establish weekly work schedule and manage DCS staff;
3. Coordinate and standardize all study components at Victoria DCS;
4. Oversee the proper and timely implementation of all study protocols;
5. Put in place mechanisms at the Victoria DCS to ensure continuity of processes and standardization of procedures throughout the data collection and implementation phase of the CLSA;
6. Oversee the implementation of tools, reporting and audit mechanisms to ensure the collection of quality data at local DCS;
7. Perform standardized quality control and calibration procedures as required;
8. Liaise with site PI, co-investigators and administrators and staff, where appropriate;
9. Liaise with National Operations Manager, administrators and staff at National Coordinating Centre (NCC) located at McMaster University, and other sites;
10. Coordinate/ direct data management operations for different aspects of the CLSA;
11. Ensure adequate orientation, training and supervision of project research staff at the Victoria site;
12. Identify where resources (human, financial and technical) are needed to fulfill CLSA project needs and make recommendations about resource requirements/allocation;
13. Coordinate the development of ethics documents and the consent process (e.g., consent forms, Research Ethics Board requirements) and meet the TCPS standards at local site;
14. Monitor, order and maintain supplies needed for successful data collection (e.g. biological materials, gloves).

Qualifications / Requirements:

Postgraduate degree in social science, health science, or equivalent in a health care related field, is preferred. Management experience, preferably in a research environment, is an asset. The position requires demonstrated excellence in project management, staff supervision, and ability to motivate teams. The DCS coordinator will require proficiency in the use of electronic communications in a PC environment using Microsoft products. Other desired attributes include: exceptional communication (oral and written) and interpersonal skills; initiative; facilitation and presentation skills; analytical expertise; creative problem solving abilities; decision-making expertise; project management skills; and supervisory experience.

The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the University. Persons with disabilities who anticipate needing accommodations for any part of the application and hiring process, may contact Grace Wong Sneddon, Adviser to the Provost on Equity and Diversity at gwongsne@uvic.ca or call (250) 721-6143. Any personal information provided will be maintained in confidence.

To apply, please send a letter outlining your interests and experience as well as a resume and three letters of reference to: Search Committee, CLSA Data Collection Site Coordinator Position, Centre on Aging, University of Victoria, PO Box 1700, STN CSC, Victoria, BC, V8W 2Y2. **Application Deadline: January 6, 2012**