

Job offer
Research professional – Project coordinator
(Part-time, with possibility of full-time)

We are currently seeking a research professional to coordinate and support the research activities of the [HERMES team](#), a researcher-clinician partnership comprised of six researchers around the theme of digitalized gaming and gambling. The research professional will work under the supervision of Sylvia Kairouz, associate professor in the Department of Sociology and Anthropology at Concordia University and Chairholder of the Research Chair on Gambling Studies.

Job Description

Under the supervision of the researchers, the research professional will have the mandate to:

Research

- Perform literature reviews and compile information relevant for the development of scientific publications
- Assist with the preparation of grant applications
- Assist with the preparation of scientific articles
- Help organise and lead team meetings and follow-ups
- Provide support to the researchers

Knowledge translation

- Organize activities and events under the supervision of the principal investigator
- Prepare reports and presentations
- Production and dissemination of knowledge translation materials

Job Requirements

The candidate should fit the following profile:

- Have a graduate degree in social sciences with relevant research experience
- Demonstrate autonomy and project management skills
- Experience in research coordination
- Ability to prioritize assigned tasks and manage short and medium-term deadlines
- Demonstrate rigour, thoroughness, and attention to detail
- Ability to work with a flexible schedule adjusting to the team's needs and the projects' contingencies
- Have an excellent command of French and English, spoken and written
- Asset: Knowledge in the fields of gambling and addictions

Working Conditions

Schedule: Part-time (28 hours/week), with possibility of full-time

Duration: 11-month contract with possibility of renewal

Salary: Based on education, experience, and Concordia University's salary scale

Starting date: As soon as possible

Work place: Concordia University – Research Chair on Gambling Studies, 2070 Mackay Street, Montreal

Application Procedure

Please submit your cover letter and *curriculum vitae* by email before **December 10, 2018** with *HERMES Research Professional* in the subject line to:

Sophie Dauphinais: sophie.dauphinais@concordia.ca

Only candidates selected for an interview will be contacted.