

**Job Title:** Research Assistant

**Reports To:** Research and Education Manager

**Direct Reports:** None

**Posting Date:** June 1<sup>st</sup>, 2026

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## Position Overview

The Research Assistant provides day-to-day support for research initiatives, ensuring accurate data collection, entry, and documentation in accordance with Foundation procedures. As the first point of contact for many patients and clinic staff, this role requires professionalism, clear communication, and strong interpersonal skills. The Research Assistant contributes to literature reviews, assists with study materials, and maintains organized project files to support the smooth execution of research activities.

## Summary of Responsibilities

### 1. Data Collection and Patient Interaction

- Perform range of motion, strength, and return-to-sport tests.
- Administer patient questionnaires and conduct study-related interviews.
- Screen and consent patients for participation in research studies.
- Collect, enter, and verify data.

### 2. Data Analysis and Documentation

- Analyze video footage and biomechanical data including force and EMG signals.
- Interpret physical assessment results and contribute to study findings.
- Maintain accuracy and consistency in data interpretation.
- Collaborate with research staff to refine data analysis methods.

### 3. Data Management and Administration

- Collect and enter patient data into multiple database systems.
- Audit data for accuracy and completeness.
- Troubleshoot technical issues with tablets and lab equipment used for data collection and management.
- Mentor summer students and assist in SOP/workflow creation.

### 4. Project Administration

- Interact via phone, respond to emails, and maintain communication logs.
- Update scheduling calendars and patient tracking lists.
- Print and organize study forms and questionnaires.
- Support mail-outs and other logistical tasks related to research studies.
- Maintain relevant study documentation and approvals.

## Position Requirements

- Bachelor's degree in Science, Athletic Therapy, Kinesiology or a related field.
- 0 – 1 years of clinical and/or academic research experience is preferred.



- Experience conducting physical assessments and/or working directly with patients.
- Familiarity with data analysis tools, statistical software, and research methodologies is considered an asset.
- Experience in health research ethics and safety awareness is considered an asset.

### **Physical Environment**

- Work is performed primarily in a standard office and clinic/research environment.
- Environment may vary between quiet office work and active clinic settings, where noise and distractions are present.
- Occasional site visits to clinics or community settings may require mobility, including walking, standing, or sitting for extended periods.
- Frequent repetitive movements (typing, mouse use, navigating between dual screens).
- Ability to lift and carry up to 20 lbs. for set-up of equipment, materials, or event logistics.
- May occasionally be required to physically demonstrate basic study activities (e.g., walking, running, jumping, stretching) in order to guide or instruct study participants.
- At times, personal protective equipment (PPE) is required, and strict adherence to clinic safety policies and procedures must be maintained.
- Occasional local travel between sites may be required.
- Physical demands are generally slight to moderate.

### **Mental Effort**

- Requires sustained concentration for data analysis, project coordination, and meeting deadlines.
- Must manage frequent shifts in priorities and balance competing demands.
- Emotional resilience is required when handling sensitive information or navigating stressful interactions.
- Time management and adaptability are essential, with some ability to control workflow.
- Problem-solving and interpretation of procedures and guidelines are required on a regular basis.
- Flexibility in working hours may be required to support study participant scheduling.

**APPLICATION DEADLINE:** June 15, 2026

**PLEASE SUBMIT COVER LETTER AND RESUME TO:**

Heather Normand, Research & Education Manager  
Pan Am Clinic Foundation  
75 Poseidon Bay, Winnipeg, MB R3M 3E4

E [pacfoundationhr@gmail.com](mailto:pacfoundationhr@gmail.com)

**This position is subject to a Criminal Record Check and Adult Abuse Registry Check. The successful candidate will be responsible for any service charges incurred.**

We thank everyone for applying. Only those selected for an interview will be contacted.