

NCIME

THE NATIONAL CIRCLE FOR
INDIGENOUS MEDICAL EDUCATION



CNFMSA

LE CERCLE NATIONAL POUR
LA FORMATION MÉDICALE EN SANTÉ AUTOCHTONE

Job Title:	Research Assistant-Quantitative
Location:	Remote within Canada
Department	Academic Team
Reports To:	Executive Director Academic
Salary Range:	\$32,000 - \$45,000 annually
Position Type:	Part time .6 FTE (21hrs/week), 3-year Term Contract - Renewable contingent on funding.
Closing Date:	October 10, 2025, or until filled.

JOB SUMMARY

Reporting to the Executive Director Academic, the Research Assistant plays a vital role in the NCIME knowledge production. The incumbent will support the work of the Academic Team, the Academic Advisory Circle (AAC), Communities of Practise (CoPs) and research initiatives of the NCIME. This multifaceted role supports the success of the academic team foci of the organization and actively contributes to the team through quantitative research, scholarship and academic activities. This includes the Scholars Portal, education databases and Learning Management System (LMS).

KEY RESPONSIBILITIES INCLUDE

- Support the development of datasets and conduct complex analysis using quantitative methods and statistical software.
- Produce presentations and reports on research findings.
- Support research and data analysis to help internal and external program evaluation and improvement.
- Support the work of NCIME assessment deliverables.
- Conduct and summarize scientific literature searches, reviews and environmental scans.
- Maintain and update compilation of references in reference management software.
- Assist with manuscript writing for publication.
- Research and synthesize complex concepts and information to inform knowledge translation development.
- Produce effective, creative, written materials for internal and external audiences in clear, concise and appropriate language.

- Support research, development, review, and updating of curriculum, including course syllabi and learning materials.

REQUIRED SKILLS

- Maintains an appropriate level of research knowledge, job-related expertise, and awareness of medical education landscape.
- Evidence of comprehensive statistical analysis and quantitative research methods including the use of software such as R, Stats, SPSS and SAS, data collection, interpretation, and demonstrated analytical skills.
- Excellent communication skills, including demonstrated proficiency in professional, plain language and academic writing and knowledge translation.
- Strong organizational and interpersonal skills coupled with the ability to work independently, handle multiple tasks, meet deadlines, and excel in a dynamic environment.
- Demonstrated ability to thrive in and contribute to an integrated and collaborative virtual team environment and to apply a positive team approach to working with colleagues.

POSITION REQUIREMENTS

- An Indigenous person who is a recognized and accepted member of a First Nations, Métis Nation or the Inuit in Canada with demonstrated connections and commitment to advancing Indigenous health or Indigenous medical education.
- Experience working with Indigenous communities, organizations and individuals.
- 2-5 years' experience in health-related research.
- Knowledge of quantitative and qualitative research methods; heavy focus on quantitative methods.
- A graduate degree from the faculties of Social Sciences or Health Sciences with subfields in areas such as Health Professions Education, Medicine, Indigenous Studies, or Research Methods supplemented with one year of related research experience or equivalent combination of education and experience.
- Experience in managing spreadsheets and datasets with strong statistical analysis, data interpretation and writing skills.
- Proficiency in Microsoft Office 365 and academic software.

Core competencies of all NCIME team members (essential):

- Integrity: The NCIME will operate with the integrity of our ancestors in all aspects of our work and relationships, and with the best interest and support for Indigenous medical students and residents.
- Accountability: The NCIME will be transparent in all our work, relationships, and reporting. NCIME acknowledges the responsibility we carry towards education for culturally safe health care delivery for First Nations, Inuit and Métis Peoples.
- Leadership: Leadership within NCIME is understood as the acknowledgement and support of the Indigenous leaders in medical education that form the Executive Committee as the rightful leadership and decision-makers. The leadership of NCIME respects the guidance provided by the Elders and Knowledge Keepers Circle.

- **Collaboration:** The NCIME, through its purposeful design, recognizes and respects the importance of collaboration among and between Indigenous and non-Indigenous leadership and organizations in medical education. These collaborations are unique and pivotal in fulfilling our mandate. The collaboration includes both partners and external stakeholders from diverse communities, organizations, associations, and Canadian medical schools.

Working Environment

While fulfilling job responsibilities, this role requires flexibility to work in different environments, including a remote home office setup, occasional travel, and participation in in-person meetings. Due to these demands, the employee will typically engage in the following activities:

- Extended periods of sitting, often at a computer workstation.
- Flexibility in work hours, including the potential for occasional overtime, to meet project deadlines, especially when coordinating with different time zones.

Accessible Participation

Non-Indigenous applicants who possess the requisite experience and skills and have prior experience working with Indigenous communities, organizations and individuals are also encouraged to apply.

The NCIME is committed to the principles of equity, diversity, inclusion and belongingness in our operations and throughout our work environments and seek to employ individuals who share a commitment to promote and practice these principles through continuous training, modelling inclusive behaviours, and proactively managing biases.

To apply for this position please go to <https://lms.ncimed.ca/research-assistant/> to complete your application package.

Only those selected for interview will be contacted.

We thank you for your interest in the position and joining the NCIME team.