

Job Posting for Temporary, Casual or Interim Position

Job Title	Research Assistant I		
Interim Job Code	INT014	Pay Grid	Temporary
Student Work Program Job Code	WPS014	Pay Grade	Level 1

Department, Unit or Project Description:

For concerned citizens and influential thinkers and doers, the McMaster Health Forum strives to be a leading hub for improving health outcomes through collective problem solving. Operating at the regional/provincial level and at national levels, the Forum harnesses information, convenes stakeholders and prepares action-oriented leaders to meet pressing health issues creatively. The Forum acts as an agent of change by empowering stakeholders to set agendas, take well-considered actions, and communicate the rationale for actions effectively.

As part of its commitment to prepare action-oriented leaders in addressing pressing health challenges creatively, the Forum is offering an exciting job opportunity for current and continuing McMaster undergraduate students who will have the opportunity to support the Forum's work through its various [programs](#) and through its [ForumLab](#).

Research spearheaded by the ForumLab has led to publications in many top journals, to presentations at major scientific conferences, and to the creation of innovations like [Health Systems Evidence](#) (HSE) and [Social Systems Evidence](#) (SSE) – the world's most comprehensive free access point for evidence to support policymakers, stakeholders and researchers interested in how to strengthen or reform health and social systems or in how to get cost-effective programs and services to those who need them while strengthening 20 government sectors and program areas. Within the context of significant enhancements being made to improve the Health Systems Evidence and Social Systems Evidence user experience, as well as the processes through which database content is continually developed and maintained, the ForumLab is offering an exciting job opportunity for McMaster undergraduate research assistants.

Research Assistants working in the ForumLab work directly with the Forum staff and faculty with the primary task of updating and maintaining our two free online databases <https://www.healthsystemsevidence.org/> and <https://www.socialsystemsevidence.org/> of pre-appraised, synthesized research evidence on how to strengthen or reform health systems or in how to get cost-effective programs, services and products to those who need them. These databases play a vital role in several aspects of the McMaster Health Forum's activities.

Job Summary:

Under direct supervision, provide support of a routine nature related to the collection and review of data for research projects while updating and maintaining HSE and SSE.

Accountabilities:

1. Input data into spreadsheets or databases and maintain information and records with high attention to detail.
2. Work individually and with a team to harvest relevant systematic reviews, assess reviews for methodological quality, and search relevant databases of publications for individual studies.
3. Conduct preliminary, basic analyses and prepare summaries of data.
4. Assist with obtaining data and information from databases for others to use in the development of presentations, scientific papers and reports.
5. Seek guidance and direction from researchers or other project staff.

Qualifications:

Education: Currently enrolled in a relevant undergraduate program at McMaster University. Prospective applicants must still be enrolled in a McMaster undergraduate program in September 2026.

Experience: Prior experience is not required.

Assets:**Requirements**

- Excellent organizational and interpersonal skills;
- Quality and productivity orientation, attention to detail;
- Strong computer skills:
 - proficiency in MSOffice - Word, Excel, PowerPoint, Outlook - mandatory
 - proficiency in MS Teams
 - knowledge of EndNote software is an asset
 - knowledge of Access software is an asset
 - knowledge of Click-Up is an asset
 - knowledge of Microsoft Copilot is an asset
 - knowledge of MacSphere is an asset
- Basic understanding of HSE and SSE is an asset;
- Experience working in a research setting, ideally as part of a large ongoing program is an asset;
- Experience with data entry and management is an asset;
- Experience using key databases that index social sciences literature (e.g., EBSCO, IPSA, JSTOR, ProQuest, Web of Science) is an asset;
- Experience in conducting quality appraisals of research evidence is an asset;
- Commitment to high standards of professionalism;
- Experience in working on multiple projects simultaneously;
- Ability to work both individually and as part of a team, in a fast-paced environment;
- Evidence of ability to be flexible in approach to meet challenges in an innovative and pragmatic way;
- Fair understanding of the Canadian healthcare system and ability to communicate with healthcare stakeholders; and
- Comfortable working in a virtual environment.

Languages

While not a requirement for the position, the ability to read and write in any of the following languages is an asset: Arabic, Chinese, French, Japanese, Portuguese, Spanish.

Additional Information:

How to apply

- **Applications will be considered as they are received.** There are a limited number of positions available, so candidates are encouraged to apply early with a **final deadline of 12:00 p.m. on 25 February 2026.**
- Please send the application by email to mckinlj@mcmaster.ca quoting "Application – MHF Research Assistant"
- The McMaster Health Forum has multiple positions available so please submit **only one application**, but noting whether HSE or SSE is the "best fit"
- Include the following application components:
 1. Cover letter addressed to James McKinlay, Senior Lead, Programs, McMaster Health Forum, stating:
 - a. the reasons for your interest in the position
 - b. relevant past experience and all relevant skills
 - c. any limitations in your availability over the spring/summer terms
 - d. **whether you are eligible for the summer work study program offered through the Office of Student Financial Aid and Scholarships** (being work study eligible is **not** a requirement for the position)
 - e. if applicable (and please note that this is not a requirement for the position), a note indicating your level of fluency in reading, writing and speaking any of the six languages in which, in addition to English, the Forum's Health Systems Evidence is available: Arabic, Chinese, French, Japanese, Portuguese, Spanish
 2. Resume
 3. Transcript