

Job Description for Temporary, Casual or Interim Positions

Job Title	Scientific Writer		
Interim Job Code	INT041	Pay Grid	Temporary
Student Work Program Job Code	WPS041	Pay Grade	Level 5

Job Summary

Responsible for directing grant preparation and submission with a research team. Required to actively identify and assess further opportunities for research funding. Aid in the preparation of manuscripts and other written materials and presentations.

Accountabilities

1. Prepare, process and submit grants in collaboration with the Principle Investigator and research team.
2. Develop letters of intent, background documentation, project rationales, and other written material (i.e. ethics approval applications, research website material, etc).
3. Assist research team in preparing manuscripts of studies for submission to peer reviewed journals and ensure that journal requirements are fulfilled, including formatting, creating cover letters, and compiling supporting documentation.
4. Assist research team in preparing and submitting abstracts and presentations for meetings/conferences at the local/provincial/national/international level.
5. Assist research team in translating research ideas, concepts, and results into written material.
6. Conduct literature searches to generate project-related background information as required.

Qualifications

Education: PhD in a related field.

Experience: 2 years of relevant experience.

Working Conditions

- Typical office environment