

# WL W20 Rehabilitation Research Program Assistant

## Job Description

### Overview:

- We are recruiting students to join our research team in the Rehabilitation Research Program (RRP).
- This Program is led by Dr. Janice Eng (Professor, Physical Therapy) and operates out of the G.F. Strong Rehabilitation Centre (4255 Laurel Street, Vancouver), which is the largest rehab centre in BC.
- Due to COVID-19 pandemic, most of the research projects are currently conducted remotely; however, some of the tasks might need to be done in the Rehab Research Lab. All the lab members (including principal investigators, staff and students) who need to work on-site will need to complete the “Preventing COVID-19 Infection in the Workplace Course” and follow the UBC and Vancouver Coastal Health COVID-19 Safety Protocol.

### Duties and responsibilities:

Our Work Learn students are an essential part of our research team and contribute significantly to the effectiveness of our program. The responsibilities of the Project Assistants would include:

- contacting and communicating with potential patients for research studies,
- developing surveys on UBC Qualtrics software,
- transcribing interviews on the opinions of patients and clinicians,
- administering standardized assessments,
- data entry and maintaining records,
- updating databases,
- other research-related tasks as required.

### Level of supervision provided:

- Project Assistants will be provided with specific training on research-related tasks, but they are expected to use self-initiative, resourcefulness and discovery when completing assigned tasks.
- The Project Assistants will work mainly independently; however, there will be regular communication, interaction and supervision by the Research Coordinator.

Level of complexity expected:

- The level of complexity of tasks will be determined based on the Project Assistant's personal capability but are assigned with the intent of being challenging but rewarding through gaining new skill sets.

Role relate to the goals of the Rehabilitation Research Program:

Our research program aims to understand:

- What rehabilitation treatments can best improve recovery of patients with stroke and spinal cord injury?
- What measures are ideal for monitoring patients undergoing rehabilitation?
- What methods of knowledge translation can help clinicians improve their practice, and ultimately improve the health of patients?
- Project Assistants will have the opportunity to participate in multiple aspects of research involving patients with stroke and spinal cord injury.

Qualifications

Sill / knowledge:

- Proficient with Microsoft Office (Word, Excel, and PowerPoint) and have some experiences with literature searching using online databases (e.g., MEDLINE, EMBASE, CINHAI, PsychInfo). Advanced skills will be taught.

- Candidates need to have strong interpersonal skills and have excellent communication and written skills.

Education level:

- Eligible for UBC's Work Learn Program (current UBC undergraduate or graduate student).

- It is preferred that the project assistant be in their second year of their undergraduate degree or higher. Graduate students are welcome to apply.

Elements needed to fit the job:

- Candidates should be able to work effectively independently and in a team environment.

- This position may appeal to an individual with an interest in rehabilitation, psychology, medicine, and other health-related disciplines.

Faculty/VP

Faculty of Medicine

UBC Department

Department of Physical Therapy

Student Learning Components (UBC Vancouver Work Study/Work Learn program)

Orientation and training:

- All research team members are provided with a formal orientation to the lab (e.g., COVID-19 safety protocol, security, computer network, instruction on confidentiality, etc.).
- All team members are required to complete the Course on Research Ethics (CORE) which overviews the ethical conduct for research involving humans, and the UBC Bullying and Harassment Tutorial.
- The Project Assistants will have an introduction to the current research activities.

Feedback and on-going support:

- Regularly scheduled project and lab meetings will occur, and the Project Assistants will have the opportunity and be encouraged to share his/her thoughts, feedback and questions.

Mentorship opportunities & Encouragement and support for reflection:

- Aside from support and mentorship from the Research Coordinator, the Project Assistants will liaise with project Principal Investigators, as well as interact with other research members.

Development and enhancement of professional development:

- The Project Assistants will be working with adults with a variety of chronic health conditions and will gain important communication skills over the phone and

face-to-face. For those interested in a professional career in health, this would provide essential client interaction experience.

- The Project Assistants will also be trained in how to administer a number of outcome measures and assessments – which will strengthen their interviewing skills.

Activities will complement classroom learning:

- Comprehensive literature search skills, developing surveys on Fluid Survey software, administering standardized assessments will be taught by the research coordinator. Such activities will build up on basic literature search skills and other research skills developed in undergraduate curriculum.

Development of workplace skills or graduate competencies:

- The Project Assistants will acquire important workplace skills including time management and organization, as well as gain experience with administrative duties that are common in a lab/office environment.
- All research team members are encouraged to attend our monthly lab seminar which provides professional development to all research trainees (e.g., what software to organize your references; what was the latest news from a recent scientific conference), as well as a monthly hospital-wide research lunch seminar which offers exposure to a variety of health professions and up-to-date information on the latest clinical research discoveries.

Opportunities for the student to expand their network:

- Project Assistants will have opportunity to expand their network and make important educational and professional connections by working in an interdisciplinary team – our team consists of physical therapists, occupational therapists, epidemiologists, nurses, physicians, psychologists and kinesiologists.

Hours Per Week

10

Salary / Wage

18.04

Preferred Degrees/Disciplines

Applied Science/Engineering, Computer Science/IT, Science/Environment/Agriculture, Health Sciences, Arts/Social Sciences, Education/Teaching, Human Kinetics/Kinesiology

Additional Documents (preferred)

Cover Letter, Unofficial Transcript, Class Schedule

Anticipated Start Date

September 1, 2020

Experience Level

Current Students in an Undergraduate Program, Current Students in a Masters Program, Current Students in a Phd Program

ID

879710

Supervisor

Janice Eng

Organization Type

UBC Faculty, Department, Unit or Student Group

#### **CITATION**

Eng, Janice. "WL W20 Rehabilitation Research Program Assistant ." *UBC Careers*

*Online* , 4 Aug. 2020,

[ubc-csm.symplicity.com/students/index.php/pid373939?s=jobs&ss=jobs&mode=form&id=b7f8cb03a920593292fe8ba62e8621d2](http://ubc-csm.symplicity.com/students/index.php/pid373939?s=jobs&ss=jobs&mode=form&id=b7f8cb03a920593292fe8ba62e8621d2).

Eva Ruiz  
3715 West 16th Ave,  
Vancouver, BC V6R 3C5  
(408) 429-3105  
evabelen1100@gmail.com

August 11th, 2020

Dr. Janice Eng, Professor of Physical Therapy  
University of British Columbia, Vancouver Campus  
4255 Laurel Street, Vancouver, BC, V5Z 2G9

Dear Dr. Janice Eng,

I was excited to learn of the Rehabilitation Research Program Assistant opportunity and wanted to contact you in hopes of your consideration. Having reviewed the positions requirements, I believe that the skills I offer and my educational pursuits are a great match with the position your program is looking for.

I will bring value to your organization through my well-developed skills and academic experience. I have a strong understanding of communication and interactions for working together with physical therapists and their patients due to my experience as an assistant. Through previous experience in the Memory and Imagination lab, I have experience both transcribing interviews and running various studies. My academic background has given me invaluable experience in research and writing practices.

As my attached resume demonstrates, I offer the interpersonal qualification and knowledge you require in a new Rehabilitation Research Program Assistant, along with an eagerness to learn. I would appreciate a formal interview to discuss the possibility of joining your company. Please feel free to contact me at [evabelen1100@gmail.com](mailto:evabelen1100@gmail.com) for additional background details or to schedule a time we can meet. I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to be the initials 'ER' in a stylized, cursive font.

Eva Ruiz  
Encl.: Resume

# Eva Ruiz

3715 West 16th Ave,  
Vancouver, BC V6R 3C5  
(408) 429-3105  
evabelen1100@gmail.com

## Objective

Procure a position as part of the Rehabilitation Research Program (RRP) to gain exposure and experience to the world of health care, specifically physical therapy.

## Education

AUGUST 2016 - JUNE 2021 (Expected)

**University of British Columbia, Vancouver, BC** - *Psychology (Biology Minor)*

Current Average: 82.5%.

**Relevant Coursework:** Human Biology 153, Health Psychology, Advanced Placement Statistics, and Sensory Systems.

**Languages:** Fluent Spanish and Fluent English

## Work Experience

APRIL 2020 - PRESENT

**Behavioural Interventionist, Vancouver, BC** - *Instructor*

- Work with children on the Autistic Spectrum to help improve their social, motor, and linguistic skills.
- Involves teaching, updating a variety of programs, and recording data.

APRIL 2019 - APRIL 2020

**Memory and Imagination Lab, Vancouver, BC** - *Lab Member*

- Transcribed interviews from past studies.
- Ran participants through a study on the impact of negative images on memory.

MAY 2018 - SEPTEMBER 2019

**Peak Physical Therapy, Cupertino, CA** - *Assistant*

- Supported both assistants and physical therapists in caring for patients.
- Work involved patient interaction, setting up patients on machines, and assisting them with various exercises/information.

OCTOBER 2017 - APRIL 2019

**Laurelhurst Pool, Cupertino, CA** - *Lifeguard*

- Ensured the safety of swimmers in the neighborhood pool. Additional responsibilities included teaching swim lessons and communicating regularly with management and other

lifeguards.

## Volunteer Experience

OCTOBER 2017 - APRIL 2020

### **UBC Blood4Life, Vancouver, BC - Drive Coordinator**

- Collected tissue samples for the bone marrow registry in Canada.
- Informed people about the need for the collection of samples and what they can do to help those with autoimmune diseases.
- Managed paperwork to ensure that informed consent was received from the donors.

OCTOBER 2017 - APRIL 2019

### **UBC Splash Kids, Vancouver, BC - Instructor**

- Taught swim lessons for kids with disabilities, specifically those on the Autistic spectrum.
- Designed and conducted one-on-one interactions with the kids to ensure cooperation and skill/motor improvements.

MARCH 2018 - APRIL 2020

### **UBC Cyber Seniors, Vancouver, BC - Volunteer Coordinator**

- Organized and recruited volunteers to help answer IT-related questions at a senior centre.

## Awards & Recognition

AUGUST 2018 - PRESENT

### **Golden Key International Honour Society, Vancouver, BC- Member**

- Top 15% of UBC students

AUGUST 2018 - PRESENT

### **Field Hockey, Vancouver, BC- Player**

- Varsity team: 2013-2016
- Twice awarded the annual *Coaches' Award* for dedication and team leadership

## References

Available upon request



Eva Ruiz  
3715 West 16th Ave,  
Vancouver, BC V6R 3C5

August 11th, 2020

Michelle Blacklock, Physical Therapist  
10580 S De Anza Blvd, Cupertino,  
CA 95014, United States

Dear Michelle Blacklock,

I hope you are doing well and staying healthy during this time. I volunteered as one of the aids at Peak Physical Therapy the past two summers and remember working with you fondly. You were especially welcoming to me as one physical therapist and I enjoyed asking you questions and learning the various exercises that you instructed patients to do. As a physical therapist you really inspired me and welcomed me to the office, which showed me there may be a future career for myself in physical therapy.

I am currently applying to become a Rehabilitation Research Program Assistant and would appreciate being able to put you down as a reference. Working at Peak Physical Therapy really inspired me to pursue a career as a physical therapist and seek more job opportunities within the field.

Thank you for your time and consideration. If you have any further questions please feel free to email me at [evabelen1100@gmail.com](mailto:evabelen1100@gmail.com). Below I have also attached a copy of my resume for your reference.

Sincerely,

A handwritten signature in black ink, consisting of a stylized 'E' and 'R' intertwined.

Eva Ruiz  
Encl.: Resume

Eva Ruiz  
3715 West 16th Ave,  
Vancouver, BC V6R 3C5

August 11th, 2020

Gurjit Gill, Physical Therapist  
10580 S De Anza Blvd, Cupertino,  
CA 95014, United States

Dear Gurjit Gill,

I hope you are doing well and staying healthy during this time. I volunteered as one of the aids at Peak Physical Therapy the past two summers and remember working with you fondly. You were especially welcoming to me as one physical therapist's assistant and I enjoyed asking you questions and learning the various exercises that patients were expected to do. You were always willing to answer my questions about the exercise and give me an in-depth explanation of each exercise, giving not only the muscle groups involved but the corresponding name of the movement.

I am currently applying to become a Rehabilitation Research Program Assistant and would appreciate being able to put you down as a reference. Working at Peak Physical Therapy really inspired me to pursue a career as a physical therapist and seek more job opportunities within the field.

Thank you for your time and consideration. If you have any further questions please feel free to email me at [evabelen1100@gmail.com](mailto:evabelen1100@gmail.com). Below I have also attached a copy of my resume for your reference.

Sincerely,

A handwritten signature in black ink, appearing to be the initials 'ER' or a stylized 'Eva Ruiz'.

Eva Ruiz  
Encl.: Resume

Eva Ruiz  
3715 West 16th Ave,  
Vancouver, BC V6R 3C5

August 11th, 2020

Daniela Palombo, Assistant Professor  
Kenny Room 3108-2136 West Mall,  
Vancouver, BC, V6T 1Z1

Dear Daniela Palombo,

I hope you are doing well and staying healthy during this time. I volunteered for your Memory and Imagination lab for the past two years, working first as one of the transcribers and then running a study under Kate and Alessandra. As the head of the laboratory you worked hard to not only make sure that everyone's needs and concerns were addressed but that it was an inspiring academic environment full of opportunities. Even just working as a volunteer, you made sure that I felt I had a place in the research community.

I am currently applying to become a Rehabilitation Research Program Assistant and would really appreciate being able to put you down as a reference. Working in the Memory and Imagination Lab gave me invaluable knowledge and experience into what the research community is like and inspired me to pursue this path further. Your lab provided me with the experiences that I will use in all of my future work in academia and I thank you for that.

Thank you for your time and consideration. If you have any further questions please feel free to email me at [evabelen1100@gmail.com](mailto:evabelen1100@gmail.com). Below I have also attached a copy of my resume for your reference.

Sincerely,

A handwritten signature in black ink, consisting of a stylized 'E' and 'R' intertwined.

Eva Ruiz  
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