	14	**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. http://www.mcmasterforum.org/.

The Forum develops and implements a number of innovative projects as part of its core programs: that bring together policymakers, leaders, citizens and researchers for off-the-record deliberations about pressing health challenges; where feature guest speakers address pressing health challenges in front of diverse audiences; that provide the opportunities for citizens to share their views and experiences on high-priority issues; , the Forum's training program that provides online and in-person training for policymakers, stakeholders and researchers about finding and using research evidence.

As part of its commitment to prepare action-oriented leaders in addressing pressing health challenges creatively, the Forum is offering an exciting summer job opportunity for undergraduate students.

The Research Assistant will work directly with the Forum staff and faculty, will interact with a variety of internal and external stakeholders and will play an important role in several aspects of the McMaster Health Forum's activities.

Job Summary:

Under direct supervision, provides support of a routine nature related to the collection and review of data for research projects.

Accountabilities:

1. Input data into spreadsheets or databases and maintain information and records.