



CoRE-LAB – HELP JOB DESCRIPTION

Graduate Research Assistant

POSITION IDENTIFICATION

Position Classification:	Graduate Research Assistant (GRA)
Position Title:	Graduate Research Assistant Grant-Funded
School/Faculty:	School of Population & Public Health (SPPH)/Faculty of Medicine
Department:	Human Early Learning Partnership (HELP)
Term:	May 1, 2024 to August 31, 2024

POSITION SUMMARY:

The University of British Columbia's Community Research and Engagement (CoRE) Lab in the Human Early Learning Partnership (HELP) is seeking a highly motivated UBC graduate student to assist our research team on several research projects. In regular contact with the Principal Investigator(s) and Research Administrator, the student will assist in various aspects of data collection, data cleaning and analysis, and facilitating research partnership communications and knowledge translation. This student will benefit from a strong collaboration between UBC, HELP, and the CoRE-Lab.

The position will require flexible working hours.

WORK PERFORMED

The graduate research assistant will be exposed to a variety of tasks and assignments, including but not limited to:

General

- Gather, review, and synthesize literature relevant to research projects

Data Collection, Management and Analysis

- Conducts environmental scans to identify sources and availability of community-based multi-level data and assists in compiling data
- Assists with the transcription, cleaning and coding of numeric and non-numeric data (e.g., individual and focus group interviews, network and community asset mapping)

Research Partnership Development

- Communicate with participants, study personnel and community stakeholders and partners, scheduling research and partnership development activities
- Assists in mobilizing effective linkages with key community partners to establish partnerships that will increase access to information and facilitate implementation and expansion of research projects

Knowledge Transfer

- Contributes to the design and creation of communications and public relations tools (e.g., websites and online content and enhancing CoRE-LAB social media presence)
- Assists in the development of research manuscripts for publication in various academic and non-academic settings

DECISION-MAKING/LEVEL OF ACCOUNTABILITY

This position involves a variety of projects and requires initiative and attention to detail. This position requires use of discretion in a wide variety of situations. This position is required to conduct all activities in an ethical manner, and to treat information confidentially. The student needs to be reliable and courteous with colleagues, community partners and research participants. Professionalism is of the utmost importance. The student will also be required to exercise good judgment and discretion while using confidential information.

The consequences of inappropriate judgment exercised, or decisions made by this position could have significant implications for current and future funding for CoRE-LAB and HELP and on the research reputation and sustainability of CoRE-LAB, HELP and UBC in general.

SUPERVISION RECEIVED

The incumbent works under the direct supervision of the Research Administrator and reports to the Principal Investigator(s).

SUPERVISION GIVEN

None

MINIMUM QUALIFICATIONS & SKILLS

Preference will be given to candidates with the following education, experience and skills:

Education

- *Currently enrolled in a UBC graduate program with a preference for students with a background in human research-focused social or health sciences.*

Experience

- *Working familiarity with university/institutional research environments*

Skills

- *Ability to work effectively both independently and within a team environment*
- *Experience with systems science, community-based and/or participatory research*
- *Ability to work with diverse communities and populations*
- *Excellent communication skills (written and oral)*
- *Able to synthesize information and work in collaborative multi-disciplinary teams*
- *Demonstrated ability to prepare clear, concise, and accurate research and technical reports and/or proposals*

- *Demonstrated ability to be thorough, accurate, and have a high level of attention to detail*
- *Demonstrated ability to accurately proofread for spelling, grammar, and punctuation*
- *Demonstrated ability to review, analyze, and synthesize complex information into summaries and reports*
- *Intermediate computer skills with a variety of software required, including word processing and spreadsheets (e.g., MS Office) and reference databases (e.g., Zotero, Mendeley, etc.). Computer assisted qualitative and quantitative analysis software (e.g., QSR NVivo, SPSS) experience is an asset.*

RENUMERATION

A Graduate Research Assistant Stipend will be available for 4 months. The current scholarship rate for MA student is approximately CDN \$20,000/year including benefits. If the candidate does not have CIHR, SSHRC or similar funding they will be expected to be proactive in applying for awards if necessary.

HOW TO APPLY

Interested applicants should send a cover letter and CV/resume by email to Chris Atchison at chris.atchison@ubc.ca by April 30, 2024 at 11:59 pm.

Only those short-listed will be contacted.

Review of applications as received and will continue until the position is filled.