Research Assistant Opportunity
Casual Position
Evaluating the "Common" Non-Profit Data Management System

Position start date: As soon as possible

Overview: A Research Assistant 3 is required to support a SSHRC Partnership Engage grant. The purpose of the project is to evaluate a recently completed proof-of-concept project that developed a "common" non-profit data management system that is hosted on Athabasca University research infrastructure. The successful candidate will be responsible for scheduling and completing semi-structured interviews with 10-15 participants, as well as support qualitative data analysis. The successful candidate will also have the opportunity to present abstracts related to this project at national or international conferences, and be co-author on any research outputs.

Specific activities include, but are not limited to:

1. Scheduling and completing approx. 1 hr semi-structured interviews with 10-15 participants via Teams, which will include communication with participants, consenting, scheduling, transcript review/editing, working with the participant to review/approve their transcript, de-identifying transcripts and organizing honorarium payment
2. Be sufficiently familiar with the project and respond to any participant questions about the nature of the project or data collection
3. Tracking participant recruitment and data completion, and regularly meeting with and reporting project status to the supervisor/PI, Ross
4. Working with Ross to complete qualitative analyses of interview data, which will include use of qualitative analysis software (e.g., NVivo) and supervising any volunteers who may be recruited to support coding
5. Schedule team meetings with co-Investigators to review and discuss any themes, and take meeting notes/minutes
6. Contribute to research outputs, including abstract and manuscript writing

Qualifications:

- Undergraduate degree or in final year of undergraduate degree
- Undergraduate training in the social sciences, preferably Psychology
- Ability to work independently and remotely
- Well organized and self-motivated
- Able to maintain confidential information

- Excellent interpersonal skills
- Strong written and verbal communication skills
- Prior experience supervising a team
- Proficiency in Microsoft 365, including Outlook, Teams, Word
- Prior experience with interviews and qualitative analysis an asset
- Completion of TCPS 2.0 CORE Module an asset

How to apply:

Qualified applicants are encouraged to submit their application by email to Dr. Kharah Ross (kharahr@athabascau.ca). Applications should include (as a single PDF file) a brief cover letter summarizing your skills, interests and experience, a current resume or CV, an unofficial copy of your transcript, and contact information for 2 references.

Evaluation of applications will begin immediately and continue until a suitable candidate is found. All applicants are thanked for their interest in this position but only candidates selected for an interview will be contacted.

Athabasca University and the researchers are committed and seek to support equity in employment and research opportunities. We strongly encourage applications from Indigenous people, people of colour, people with disabilities, 2SLGBTQ+ people, women, and other historically marginalized groups. Applicants are welcome, but not required, to self-identify in their letter of application.

For more information on this Research Assistant Opportunity, please contact Dr. Kharah Ross (kharahr@athabascau.ca).

Kharah Ross, PhD (she/her)
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