JOB DESCRIPTION

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| **TITLE** | | **NAME** | |
| Research Assistant | |  | |
| **CLASSIFICATION**  11 | **PROGRAM, FUNCTION, AREA, ETC.** | | **DEPARTMENT** |
| Education Research & Analysis | | Executive |
| **REPORTS TO (POSITION):** | | | |

Education Researcher and Analyst

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| **PURPOSE:** | | |
| Reporting to the Education Research and Development Analyst, the Research Assistant supports the completion of education research, coordination of evaluation research, and assists in additional research work including data collection, literature review, transcriptions, thematic coding, etc. | | |
| **RESPONSIBILITIES and ACTIVITIES:** | | |
| * Assists in collecting and analyzing qualitative and quantitative data (focus groups, individual interviews, surveys, etc.). | | |
| * Assists in cleaning notes and analyzing data to provide valuable insights and theme identification. | | |
| * Processes interviews’ transcriptions and recordings. | | |
| * Assists in facilitated discussions, be familiar with and able to produce high-quality descriptions for observations in situ and analysis. | | |
| * Produces high-quality literature reviews with key papers of importance to the business and academic environment to support applied research to the business environment. | | |
| * Develops project materials, including consent form templates, study aides, questionnaires, data collection forms, findings’ tables, etc. | | |
| * Prepares ethics applications, renewals, and amendments. | | |
| * Coordinates research meetings and interviews with internal and external stakeholders and participants. | | |
| * Interacts and communicates with stakeholders, investigators, and team members regularly. | | |
| * Assists in preparing publications, presentations, technical and dissemination reports and briefings for different stakeholder groups. | | |
| * Maintains detailed records and field notes and organized information. | | |
| * Ensures compliance with School privacy policies and all applicable privacy legislation when carrying out all job duties and functions and obligation to report known or suspected breaches of privacy. | | |
| **KNOWLEDGE and EXPERIENCE:** | | |
| * Completion of graduate or bachelor’s degree. | | |
| * Previous experience as a research assistant. | | |
| * Previous experience assisting in qualitative research. | | |
| * Strong technical aptitude with Microsoft Office Suite, SharePoint, and Adobe. | | |
| * Knowledge and familiarity with academic research ethics board standards, qualitative data analysis, and quantitative (e.g., survey development, evidence synthesis) research. | | |
| * Familiarity with grounded theory methodologies. | | |
| * Familiarity with academic ethics and plagiarism protocols. | | |
| * Knowledge on design thinking or learning engineering processes. | | |
| *Preferred qualifications include:* | | |
| * Background in education, science, social sciences, or a related field is preferred. | | |
| * Familiar with education theories and research. | | |
| * Knowledge of Indigenous perspectives, methodologies, or First Nations Principles of OCAP. | | |
| * Knowledge of evaluation research processes. | | |
| **SKILLS and ABILITIES:** | | |
| * Conduct research work within tight timelines and schedules. | | |
| * Adheres to study protocol to deliver consistent quality intervention. | | |
| * Works well independently and in a team environment. | | |
| * Adapts to changing workloads and priorities. | | |
| * Acts in a pragmatic and professional manner. | | |
| * Ensures accuracy and a high attention to detail. | | |
| * Independent and self-motivated while possessing the desire to work in a collaborative work environment. | | |
| * Maintains confidentiality using discretion and professional judgment. | | |
| * Ability to read, write and speak English fluently. | | |
| **SIGNATURES:** The signatures below indicate that the incumbent and supervisor have read, discussed, and agreed that the information accurately reflects the work assigned. | | |
| **INCUMBENT SIGNATURE**: I certify that I have read and understood the responsibilities assigned to this position. | | |
| Click here to enter text.  **Name** | **Signature** | Click here to enter text.  **Date** |
| **SUPERVISOR SIGNATURE:** I certify that this job description is an accurate reflection of the responsibilities assigned to this position. | | |
| Marilu Lam-Herrera  **Name** | **Marilu Lam-Herrera**  **Signature** | 2024-Jul-10  **Date** |