Research Assistant
Position Available

Please see the Application Procedure section below for details on application requirements and submission methods.

Research Assistant (Casual Part-time)

COMPETITION #2021-SON-RJG2

Applications are invited for one research assistant (casual part-time) position.

Note: Should the successful candidate be a current graduate student of Queen’s University, the position would be classified as a Graduate Research Assistant and subject to the provisions under the collective agreement between the University and the Public Service Alliance Of Canada (PSAC) LOCAL 901, Unit 1 (Graduate Teaching Assistants and Teaching Fellows).

Position Title: Research Assistant (casual part-time)

Employee Group: Casual part-time or Graduate Research Assistant (current Queen’s graduate student)

Job Category: Research

Reporting to: Dr. Jacqueline Galica, Assistant Professor

Location: Kingston/Online

Salary: $42.73 per hour including any applicable percentage in lieu of vacation and benefits

Hours per Week: an average of 8 hours per week, as required.

Job Type: Term

Length of term: September 1, 2021 until August 31, 2023 (24 months).

Number of Positions: 1

Closing Date: Applications reviewed ongoing until filled
JOB SUMMARY

Reporting to Dr. Jacqueline Galica, the Graduate Research Assistant will play a role in preparing for and implementing data collection and analysis for a two-phase explanatory sequential mixed methods study entitled ‘Using Transitions Theory to examine approaches for individuals who are returning to work’.

KEY RESPONSIBILITIES

- Organize project team meetings (e.g., schedule and attend, record and communicate minutes)
- Provide mentorship/research supervision to undergraduate research assistant
- Liaise with research ethics board (e.g., amendments, annual renewals, etc.)
- Facilitate participant recruitment (e.g., prepare study materials; discuss/address questions of potential study participants; support informed consent; liaise with interventionist for participant scheduling)
- Facilitate data collection (e.g., oversee and prepare hard-copy and electronic surveys; support development of a qualitative questioning process; schedule and conduct telephone interviews with study participants; ensure participants complete all study documentation; develop, enter data into, and manage study databases; arrange for and verify audio transcription)
- Assist with data analysis (e.g., using SPSS to conduct descriptive, correlational and regression analyses of survey data; using NVivo to conduct template and content analyses of qualitative data)
- Supporting knowledge translation of study results (e.g., manuscript preparation and submission to peer-reviewed journals; preparation of presentations and attendance at local and regional meetings; conceptualization and drafting of Infographics and video)

REQUIRED QUALIFICATIONS:

- University degree in Health Sciences-related or Social Sciences field.
- Queen’s University graduate students will be given first consideration. PhD students are preferred.
- Experience with software used to support study procedures (e.g., Qualtrics, Articulate) is considered an asset
- Experience with data analysis software (e.g., SPSS and NVivo) is considered an asset.

REQUIRED SKILLS & ABILITIES

- Excellent organizational skills for planning and coordination of activities
- Ability to work independently and collaboratively
- Excellent verbal and written communication skills
- Excellent interpersonal skills
Application Procedure

Please read carefully and follow the instructions below regarding the application process. Failure to follow the application process may affect your eligibility for the positions listed above.

Please quote competition reference #2021-SON-RJG2

Applications are to include:

- A cover letter (please identify if you are a current graduate student at Queen’s)
- A complete and current curriculum vitae
- The names and contact details of two professional referees
- Any relevant other materials the candidate wishes to submit for consideration.

Applications must be submitted by one of the following methods:

By Email

NURS.APPLY.JOBS@queensu.ca

By Mail or In Person

School of Nursing
Cataraqui Building, 92 Barrie Street
Kingston, Ontario, Canada K7L 3N6
Attn: Cindy Palmer, Human Resources Coordinator

By Fax

(613) 533 –6770
Attn: Cindy Palmer, Human Resources Coordinator

Note:

The University invites applications from all qualified individuals. Queen’s is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous/Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.

The University has policies in place to support its employees with disabilities, including an Accommodation in the Workplace Policy and a policy on the provision of job accommodations that take into account an employee’s accessibility needs due to disability. The University will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant’s accessibility needs. If you require an accommodation during the interview process, please contact Cindy Palmer, Human Resources Coordinator, cindy.palmer@queensu.ca, 613-533-6000 x74741.
All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents of Canada will be given priority.