RESEARCH ASSISTANT – 1-2 Positions
UCB Wellbeing Study

STATUS: Temporary part-time/casual position (10-20 hours per week)

JOB START DATE: As soon as possible

SALARY: $17 an hour

LOCATION: Main office, Vancouver; UBC campus; Remote

JOB: Works with research team under the direction of the UBC Principal Investigator and Project Manager. Will support research team to create and edit study materials, collect data, manage study and participant progress, enter and analyze data, and generate reports.

ORGANIZATION: UBC is currently working with a non-profit in the community and various partner organizations on a homelessness reduction initiative.

JOB RESPONSIBILITIES:
- Create, edit, and review study materials (e.g., consent forms, surveys, protocols).
- Collect, enter, and analyze data.
- Generate internal reports based on data to guide decision making.
- Support research activities, including conducting literature reviews and editing grant applications.
- Follow appropriate informed consent procedures and adhere to guidelines for research with human subjects.
- Respond in a timely manner to supervisors.
- Coordinate with other team members, including UBC researchers and project staff.
- Have flexibility in working hours for both day and night time work.
- Performs other duties as required.

JOB QUALIFICATIONS:
- Current UBC undergraduate in social science or relevant field.
- Excellent Computer Skills.
- Experience with data management using Microsoft excel or related application.
- Strong interest in research.
- Excellent communication skills.
- Organized, with strong attention to detail.
- Ability to work autonomously without direct day-to-day supervision; flexible and comfort with uncertainty.
ASSETS FOR THIS POSITION:

- Experience using Qualtrics or other survey design software
- Prior experience working in a social service or health care setting, particularly marginalized populations such as individuals experiencing homelessness
- Experience working in community-based organizations/community based research.

Included In Your Letter Of Submission:

- Resume or Curriculum Vitae
- Cover letter describing relevant experience, qualification, and interests
- Submission material must clearly identify the candidate in the file name (e.g. label your submissions as “FIRST INITIAL_LAST NAME_CV”)

Note: Applications received without a cover letter will NOT be considered. Only candidates that are selected for an interview will be contacted

CONTACT: c/o Ryan at ryandwyer@psych.ubc.ca

Please be sure to include “Well-being Study RA” in the subject line of the email.

APPLICATION DEADLINE: Applications will be accepted until positions filled.