

Part-time Research Assistant

The **Population Health Intervention Research Centre** is looking to hire at least four Recurring Part-time **Research Assistants** to help with administering surveys in schools over the next five years. This is a great opportunity for those who do not wish to work full-time, but would like part-time work that is divided into three work spurts during the school year.

This position reports to the Field Survey Manager (Rosemary Perry) and through her to the Principal Investigator of the CORE Connections school research program, Dr Penny Hawe.

Hours of Work:

- Approximately 8:00AM to 3:00pm, Monday through Thursday for approximately 5 weeks three times per year (October, February, May though exact dates and times vary depending on school times and schedules).
- Research assistants are not required to work on weekends, evenings or school holidays.

Summary of Key Responsibilities (job functions include but are not limited to):

- Provide assistance to the Field Survey Manager and Team Leader on site, in schools, involving an on-line questionnaire
- Provide support to students who may have difficulty reading or understanding survey questions
- Comply with all aspects of the data collection protocol , including the collection of saliva samples (training provided)
- Document and record required information with accuracy and detail (student survey completion, observations of survey process, students questions or challenges)
- Communicate clearly and interact with students, school employees & co-workers in a courteous, professional manner

Qualifications/Expertise:

- Grade 12 minimum
- Undergraduate degree or a college diploma in Health or Social Sciences would be an asset
- Survey data collection experience may be helpful but is not required
- Past experience working with youth and adolescents is an asset
- Must be willing to complete a one-day paid training program
- Must communicate clearly in English
- Must undergo criminal record search with satisfactory results
- Provide own transportation to travel to school sites in Calgary
- Must comply with confidentiality and ethical conduct standards in accordance with the University of Calgary Conjoint Health Research Ethics Board

- Excellent people, teamwork and communication skills
- Knowledge of computers (ability to provide assistance to students with online survey)

Previous experience working in administrative or research positions is an asset, along with referees who can attest to your communications skills, punctuality, professionalism, time management skills, attention to detail and ability to work with children and adolescents.

Please apply online –www.ucalgary.ca/hr/careers/careers_search