Research Assistant Position

The Faculty of Social Work has a new academic administrative position that will help us to build a stronger international connection. The Director, Global Engagement and International Partnerships (GEIP) is seeking a current University of Calgary graduate student to work up to 10 hours per week for approximately 4 months.

The Research Assistant will report directly to the Director, GEIP to assist in relation to international initiatives and funding opportunities, collaboration, communications and outreach activities, with a view to increase Global Engagement capacity in the Faculty of Social Work.

Some tasks and duties that the research assistant will engage in will include:
- Data collection, literature searches, development of an asset map of the faculty research and international activities
- Preparation and arrangement of meetings, writing of proposals, grant applications and international contracts.
- Collaborate to develop a Global Engagement strategic plan for the Faculty of Social Work.
- Collaborate with the Manager, Communications and Marketing to develop an FSW International website with information on international funding, faculty research programs, student resources etc.
- Exploration and dissemination of information about international opportunities relevant to faculty-members and students.

Qualifications/Expertise Required
- Completed bachelor’s degree in social work, social sciences or other related field is required.
- Currently registered at the University of Calgary in a graduate degree program.
- 2-3 years of experience in research programs or international development projects
- A combination of education, training and experience may be considered
- Must be able to conduct literature reviews, data collection and develop a thorough understanding of the field of international collaboration.
- Ability to provide support to other members of the team and related units or teams
- Proven ability to establish and maintain collaborative relationships with community and academic partners.
- Intermediate to advanced skills in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint) is required
- Understanding the process of writing project reports.
- Excellent written and verbal communication skills
- Excellent interpersonal skills with proven ability to communicate with academic and support staff and other internal and external stakeholders
- Effectively and efficiently deal with multiple simultaneous priorities
- Open to learning and develop and willing to accept new challenges and assignments
- A positive attitude and the ability to work independently and as part of a team are critical to success
If you are interested in applying for this temporary student position, please email your cover letter and current resume to Dr. Aamir Jamal at aamir.jamal@ucalgary.ca no later than 4:30 p.m. on June 14, 2021.