

Research Assistant, Faculty of Social Work

Position Overview:

The Faculty of Social Work (FSW) Campus Mental Health (CMHS) Implementation Committee invites applications for a Student Research Assistant. The Fixed Term Part-Time position is for approximately 6 months.

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

- Help develop a FSW mental health plan that includes the strategies, priorities, concrete actions, resources required, dates for item completion and evaluation across the identified priority areas in the Terms of Reference;
- In collaboration with the Committee, organize monthly meetings, and subgroup meetings on an ongoing basis;
- Assist with survey design, data entry, literature searches, and data analysis of both qualitative and quantitative data;
- Assist in the development of documents for the purpose of presentations and publications, as well as assisting with writing papers and reports;
- Work closely with the committee in the development of a research proposal, reports, and presentations relevant to the project including literature searches, and editing.

Qualifications / Requirements:

- Bachelor's degree in Social Work, or other area related to mental health research
- 1-2 years of experience in research programs or projects is required; preferably in quantitative research and survey design
- Strong background in research methods
- Strong skills and experience using Zoom, and Microsoft Teams required
- Demonstrated time management and organizational skills
- Ability to solve problems related to data management
- Intermediate to advanced skills in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint) required
- Ability to provide support to other members of the committee and related units or teams
- Excellent interpersonal, communication (written and oral), and organizational skills is required
- Knowledge of research ethics and regulations for granting agencies (e.g., Tri Council)
- Demonstrated ability in scientific writing, preparing research proposals, reports, literature reviews for the purpose of presentation and publication

Application Deadline: April 27, 2021

Salary based on candidate's qualifications.