



Summer Student –Education Research Assistant

30hrs per week for 7 Weeks (June to July)

ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is an innovative teaching and research university that provides affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. St. Mary's is the only unaffiliated Catholic university in western Canada and is celebrating over 30 years as an educational institution.

Located on a historic site in Calgary, Alberta, our students are inspired to combine academics with a passionate commitment to ethics, social justice and respect for diversity of opinion and belief. St. Mary's has over 1000 full- and part-time students, 150 full- and part-time faculty and staff, with an average class size of 25. The university has grown by over 50% in the last five years alone.

POSITION OUTLINE:

We are seeking an undergraduate research assistant to support a range of research activities over the course of this assignment related to simulations in social studies education, which include interview transcription, database searches, bibliographic annotation, and data coding. This project is ideally suited to a student from St. Mary's B. Ed. Program, or those planning to enter the program, but open to any qualified candidate. Further the skills accrued in this position will be useful in graduate school.

RESPONSIBILITIES:

- Maintain St. Mary's University's integrity, branding, messaging, and mission.
- Transcribe interviews
- Conduct database searches to support the creation of a robust literature review
- Create bibliographic annotations of resources
- Participate in data coding and basic qualitative data analysis

QUALIFICATIONS:

- A professional and outgoing manner and ability to interact tactfully and diplomatically with a wide variety of people.
- Superior organizational skills and attention to detail.
- Excellent interpersonal and communication skills (both written and orally), including integrity with sensitive and confidential information.
- Excellent customer service approach and strong work ethic
- Ability to multitask diverse workloads and projects.
- A track record of initiating and completing projects in a timely basis.
- Ability to digest and summarize academic research
- The ability to work within a team environment but also to work autonomously.
- Strong skills using Microsoft Office applications (Word, Excel, Outlook and PowerPoint)
- Flexibility with work schedule to allow for activities that may be held outside of normal working hours (early mornings, evenings and weekends)
- In accordance with summer job grant funding, the successful candidate must be at least 15 years of age at the start of employment;
 - Was registered as a full-time student during the preceding academic year;
 - Intends to return to school on a full-time basis during the next academic year, no later than November 1;

- Is a student enrolled in a program that will result in a Certificate, Diploma, or Degree from a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- reside or attend school in Alberta with an Alberta address
- Is a Canadian Citizen, permanent resident, or protected person under the Canadian Immigration and Refugee Protection Act* and; is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

COMPENSATION:

This is a part time position for 30 h/wk for 7 wks. The working schedule is somewhat flexible once the student has become familiar with the methods involved. Remuneration is \$16/hour.

APPLICATIONS:

Applicants should submit a cover letter and resume, along with salary expectations to hr@stmu.ca with the Subject Line of: "Summer Student – Education Research Assistant" by end of day on **May 22, 2019**.

St. Mary's University hires on the basis of merit, is committed to employment equity, and encourages all qualified individuals to apply. We encourage applications from women, Aboriginal Peoples, visible minorities, ethnic minorities, and persons with disabilities. Canadians and permanent residents of Canada will be given priority. We thank all applicants for their interest, however only those applicants being interviewed will be contacted. No phone calls please.

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