

Graduate Research Assistant Job Posting

Dr. Margot Parkes, Professor, School of Health Sciences, University of Northern British Columbia,
Requires a **Graduate Research Assistant**

Term: ~10hrs/week, start date to be negotiated, commencing October 2020

We are looking for a Graduate Research Assistant with a passion for research intersecting environment, community, and health who will work to primarily support the *Koh-Learning in our Watersheds* research project (read also [here](#)) and who will support other related research projects led by **Dr. Margot Parkes**. Excellent communication and strong organizational skills are required. Experience working in teams and in research event planning are an asset.

Position: Graduate Research Assistant to support research on integrative approaches to environment, community and health

Supervisory Team: Works with Dr. Margot Parkes and her research team, including Dr. Diana Kutzner & Barry Booth, with input from other team members.

Duration of appointment: 12 months

Terms of renewal: The position may be eligible for renewal.

Compensation and Hours: ~10 hrs/week; pay between \$20-24/hr (pay commensurate with experience); part-time casual hours involving day, evening and/or weekend work; individual must be available for increased hours in advance of project events.

Closing date: October 4, 2020 or until a suitable candidate has been found.

Working with our team will be a great opportunity to grow your research connections among a dynamic group of colleagues spanning local, Indigenous, international, and integrative research networks.

Key Duties and Responsibilities:

- a) Schedule, organize, and coordinate face-to-face and online meetings;
- b) Attendance of and note taking responsibilities for the core team, and relevant related project teams;
- c) Assist in planning and arranging research activities;
- d) Liaise and communicate directly with research managers, community organizations, and local businesses for event planning and other purposes, including but not limited to:
 1. securing venues and catering
 2. travel and accommodation for all staff and facilitators
 3. arranging AV needs in each venue
 4. recruitment of volunteers and arranging schedules together with planning team
- e) Assist with creating, designing and distributing promotional and research gathering materials;
- f) Assist with planning and creating research team meeting packages for relevant teams;
- g) Assist with reporting and fundraising;
- h) Assist the research team to meet the technical needs within the team and ensure capabilities are maximized;
- i) Other responsibilities as required.

Knowledge and Abilities:

- a) Excellent logistics, liaison and research gathering & data organization skills;
- b) Strong communications and interpersonal skills, both verbal and written;
- c) A high attention to detail;
- d) Strong time management, decision making and problem solving skills;
- e) Ability to work with or without supervision on assigned research projects, individually or in a team setting;

- f) A high energy level with a determined, positive and productive attitude;
- g) Adaptable and flexible within a wide variety of situations;
- h) Microsoft Office programs, particularly Word and Excel, Sync.com;
- i) Familiarity with the local area and context would be considered an asset.

Qualifications:

- a) Current UNBC graduate student with interest in the environment, community, health research themes;
- b) Experience working with related events or activities and asset, e.g.
 - Indigenous community and service organizations, with a particular focus on event planning, coordination and logistics and/or;
 - research gathering/event coordination or research gathering logistics.
- c) Excellent knowledge of Microsoft Office applications;
- d) Valid driver's license an asset.

How to Apply

Submit a cover letter and resume outlining your fit with the **Graduate Research Assistant** role and names of three referees. Cover letters should directly address the candidate's relevant past experience.

Please send all applications electronically to Diana Kutzner and Barry Booth at koh-learning@unbc.ca. In case of questions, please feel free to contact [Diana](#) via email or at 250-960-6342.