

JOB TITLE: Research Assistant

DEPARTMENT: School of Business and Economics (SchoolBE)

SUPERVISION: Dr. Jody-Lynn Rebek, Assistant Professor

RATE OF PAY: \$15.00 per hr.

HOURS: 135 hrs.; schedule will vary throughout the contract

CONTRACT DATE: Sept. 8, 2020 - December 20, 2020

OBJECTIVE

Under the supervision of the faculty member, the Research Assistant is responsible for supporting the faculty member in all aspects of the research project. This research project will provide the Research Assistant with an opportunity to learn and strengthen skills related to proper research procedures and techniques. This research project intends to investigate leader development in higher education, with a specific focus on intrapersonal skills, particularly self-awareness. Meditative Inquiry will be explored as a daily and collective (at times) practice that participants are invited to engage in.

JOB SUMMARY:

- Collaborate on the development of a literature review and REB.
- Assist in the design and implementation of recruitment strategies.
- Schedule, organize and report on research activities.
- Plan and modify research techniques, procedures, survey instruments, tests, equipment, or software.
- Prepare and scrub data collected, and ensure compliance with research ethics.
- Participate in research dissemination activities, including writing and editing materials for publication and/or presentation.
- Develop a team culture with a faculty supervisor to maintain strong relationships inside and outside the organization.
- Participate in ongoing communication with stakeholders and regarding the quality of performance.
- Engage in project management principles and procedures to ensure timeliness, quality, and cost efficiencies.
- Perform other administrative or research activities as assigned by the supervising faculty member.

QUALIFICATIONS:

Knowledge

- Current enrolment in the undergraduate or graduate studies programs with a focus on Strategic Human Resources or leadership.
- Experience and authority on the subject matter of mindfulness, leadership, and/or intrinsic motivation/performance.
- Advanced computer skills and web page management preferred (e.g., Word processing, Excel, G-Suite, SPSS, nVivo and/or AtlasTi or other quantitative and qualitative analysis software programs, and reference management software).
- Familiarity with social media (Twitter, Instagram, Facebook) and methods for engaging and recruiting participants.
- Knowledge of research methodologies, research design & ethics applications, in addition to APA 7th ed. referencing;
- Certificate in Research Ethics (<https://tcps2core.ca>)
- Experience/interest in meditation or mindfulness.

Skills/Abilities

- Strong communication (oral and written) and interpersonal skills to discuss and document research progress, as well as constructive feedback.
- Independently motivated, with strong organizational / time management abilities.
- Accurate problem-solving and critical analysis with technological or methodological issues as they arise.
- Shows initiative and care.
- Applies sound research methods, and procedures.
- Evidence of project management experience.
- Experience with conducting and disseminating research (e.g., video, presentation, posters, manuscripts, etc.) an asset.

EQUITY/DIVERSITY

Creativity and inclusion are important aspects of this research project. Equity and diversity contribute to the promotion and development of exceptional research and are essential to academic excellence. As such, the inclusion of all voices matters and we encourage applications from all humanity and we will welcome applications received from any individual that represents marginalized and/or minority groups.

APPLICATION

Cover letters and resume's that outline the interest and experience in this particular position can be emailed to Dr. Jody-Lynn Rebek, Assistant Professor, SchoolBE via email at jody.rebek@algomau.ca.