STUDENT JOB DESCRIPTION

POSITION IDENTIFICATION
Position Title: Research Assistant
Classification Title: Graduate/Undergraduate Academic Assistant
VP/Faculty: Medicine
Department: School of Population and Public Health
Pay/hours: $22.00/hour, 8-10 hours per week
Duration: Immediately through end of April, 2019. Possibility of extension.
Positions Available: One

JOB SUMMARY
The Research Assistant will undertake administrative duties in support of research activities of Dr. Hugh Davies. Dr. Davies’ research is primarily in the area of occupational and environmental exposure assessment and currently includes studies related to silica dust exposure in construction workers, antineoplastic drug exposures among pharmacists and nurses as well as ongoing work on the health effects of chronic noise exposure.

ORGANIZATION STATUS
This project operates out of the School of Population and Public Health (SPPH), Faculty of Medicine, at the Vancouver Campus of the University of British Columbia. The research team consists of Principal Investigator, Prof. Hugh Davies and several staff and graduate students.

The School of Population and Public Health is an innovative unit that encompasses many of the health-related groupings at the University. The School is structured around four divisions: Occupational and Environmental Health; Health Services and Policy; Epidemiology, Biostatistics and Public Health Practice; and Health in Populations. The resulting mix of professions and disciplines is seen as a means of connecting individuals and learners to galvanize the relationship between health research, public health and health services and to enhance learning.

RESPONSIBILITIES
The Research Assistant will perform the following duties:
- General administrative support (e.g., filing, scanning, photocopying)
- Editing correspondence, manuscripts
- Contribute to preparation of posters/research papers/presentations
- Contribute to organization of meetings, workshops
- Conduct literature searches
- Other related duties

SUPERVISION
The Research Assistant will report directly to Dr. Davies. The incumbent will work mostly independently, with guidance. Errors made could influence the timely completion of work and compromise the results of research projects, impacting the credibility of the research team.
WORKING CONDITIONS
The Research Assistant will be located in the SPPH building. A shared workstation equipped with computer and furniture will be provided.

QUALIFICATIONS
- Undergraduate/Graduate degree
- Strong communication skills; excellent English language skills
- Strong organizational ability
- Detail-oriented
- Ability to work independently
- Prior experience in research (manuscript development, grant writing, ethic applications, etc.) desirable

To apply, please forward your cover letter and resume to Dr. Davies, at hugh.davies@ubc.ca by Sunday, January 27th, 2019.