Two positions: Research project coordinator and research assistant

A research project coordinator and a research assistant are needed for a project funded through a SSHRC Insight Grant (2019-2023). The project focuses on knowledge “transfer” in engineering and medical health in the context of migration and transnationalism. For both positions, students need to have demonstrated interests and experiences (research-based or practice-based) in working on issues of immigration and professional/adult education. Priorities will be given to people with professional connections to the professional communities of engineering and/or medical health. Ability to read and comprehend media in Bengali, Chinese (Mandarin or Cantonese), Korean, Hindu, Persian, Punjabi, Filipino and other minority languages is a plus. Both positions need students to commit, on average, 40 hours per month, and both positions start in Sept. 2019 (earlier is possible) and end in April 2020 with possibility of extension.

Responsibilities for research project coordinator
1) Help with ethics application;
2) Coordinate team meetings and take minutes;
3) Manage project document and data;
4) Help with the detailed design of the study;
5) Develop a catalogue of professional and public media related to the study;
6) Participate in research training and textual analysis;
7) Participate in the production and dissemination of research findings;
8) Others as they may arise.

Responsibilities for research assistant
1) Help with detailed design of the study
2) Update literature review;
3) Help develop a catalogue of professional and public media related to the study;
4) Participate in research training and textual analysis;
5) Participate in the production and dissemination of research findings;
6) Others as they may arise.

Hourly rate for both positions is $28 minimum for Doctoral students and $25 minimum for Master’s students. Should you be interested in applying, please email your application to Dr. Hongxia Shan at Hongxia.shan@ubc.ca ideally by June 20 with the following documents

1) A short statement (less than 1 page) on why you are interested in the project and what makes you an ideal candidate for the position(s).
2) A writing sample, ideally on a topic that is related to the areas of research the project is addressing;
3) A resume that highlights your research interests, training and experiences.
4) The contact information of two referees, who we would contact before approaching you for interviews;
5) Indication of languages you command other than English if applicable.

Please note that we will only contact people selected for interviews and interviews will take place during the week of June 24, and should we fail to fill in the positions in June, the week of July 15.