STUDENT JOB DESCRIPTION

POSITION IDENTIFICATION
Position Title: Graduate Academic Assistant
VP/Faculty: Medicine
Department: School of Population and Public Health
Pay/hours: $25/hour, 12 hours per week
Duration: September 14 – December 31, 2020 with possibility of extension.
Positions Available: 1

JOB SUMMARY
The Graduate Academic Assistant (GAA) will support Professor Peter Berman in research tasks including reviewing and summarizing relevant literature, carrying out data analysis, preparing academic presentations, and preparing other academic communications materials. The GAA will mostly work within the team currently researching domestic and international responses to the COVID-19 pandemic.

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 Graduate Academic Assistant will report to Professor Berman, under direction from the Research Manager and the research team.

Housed within the Faculty of Medicine, the School of Population and Public Health (SPPH) is an innovative unit that encompasses many of the health-related groupings at UBC as a collaborative venture. 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 GAA will perform the following duties:

• Contribute to planning, organizing, and coordinating all studies within the COVID-19 research project.
• Perform research activities such as literature reviews, document reviews, data analysis, reporting, knowledge dissemination.
• Draft academic articles and reports.
• Carry out data analysis using spreadsheets and statistical software. Perform data quality assurance of large software databases.
• Prepare graphical and textual presentations, and other communications such as blogs, webpages, etc. Present research findings at conferences and meetings.
• Maintain bibliographies of references in appropriate academic format.
• Performs other duties, as needed.
CONSEQUENCE OF ERROR
This position exercises professional judgment and initiative in determining work methods for assignments. The incumbent is accountable for the efficient completion of tasks. Errors made could delay the timely completion of work, and thus compromise the results of the project. This would impact the credibility of the PI and other research team investigators. The ability to exercise good judgement while navigating both the academic milieu and concurrently engaging with international and external partners, and other research team members is a requirement.

SUPERVISION RECEIVED
The GAA works independently, reports primarily to Professor Berman and receives direction from the Research Manager and the research team.

SUPERVISION GIVEN
N/A

QUALIFICATIONS
- Undergraduate degree in a relevant discipline or graduation from a technical college or institute.
- Minimum of 3 years related experience or the equivalent combination of education and experience.
- Master's degree in public health, health economics, or a similar relevant discipline is preferred.
- Experienced in quantitative data analysis with statistical software such as STATA. Experience with multivariate statistical analysis and econometrics.
- Familiar with research and implementation work in health economics, policy, and health systems in lower- and middle-income countries.
- Ability to communicate effectively in English both verbally and in writing.
- Ability to exercise sound judgment. Ability to work effectively independently and in a team environment.
- Able to identify and relate to the concerns of others and to exercise good judgment when resolving difficulties.
- Ability to prioritize and work effectively under pressure to meet deadlines.
- Ability to maintain accuracy and attention to detail.

To apply, please forward your resume and cover letter to Shelly Keidar, Research Coordinator, at shelly.keidar@ubc.ca by 4:30pm on September 3, 2020.